

REGULAR CITY COMMISSION MEETING

TUESDAY, JANUARY 9, 2024

6:00 P.M

COMMISSION CHAMBERS, CITY HALL

8 W. BROADWAY ST.

FORT MEADE, FLORIDA 33841

<https://us02web.zoom.us/j/87516270626?pwd=bnVNTlZlSWUvN2J0eWRJdGxQN0E4UT09>

Meeting ID: 875 1627 0626 Passcode: 918539

AGENDA

1. CALL TO ORDER

2. ROLL CALL – CITY CLERK

3. INVOCATION AND PLEDGE TO THE FLAG

Invocation – *Mayor James Watts*

Pledge to the Flag of the United States of America – *Mayor James Watts*

4. ADDITIONS AND/OR DELETIONS

5. PRESENTATIONS/AWARDS/REPORTS

A. Appreciation of Service Year 2023 as Mayor – Mayor James Watts – *Melissa Cannon*

6. SWEARING IN OF NEW COMMISSIONERS

A. Swear in Jaret Landon Williams for City Commissioner Seat #1 – *Melissa Cannon*

7. ELECTION OF MAYOR AND VICE MAYOR FOR 2024

A. City Commission Approval of Resolution R24-01 appointment of Mayor and Vice Mayor for 2024. – *Melissa Cannon*

8. PUBLIC FORUM: Citizen comments for items not on the agenda (3-minute maximum length) All comments will be directed to the Mayor and not individual members of either the City Commission or Staff. This offers the opportunity for citizens to express their concerns but does not guarantee a response at this time.

9. PUBLIC HEARINGS:

Open Public Hearings on the following items:

10. CONSENT AGENDA:

A. Minutes of December 12, 2023, Regular City Commission Meeting and Minutes of December 21, 2023, Special City Commission Meeting– *Melissa Cannon*

- B. Appointment of representative of the City of Fort Meade to the Property & Casualty Board of Directors and the Group Health Trust Board of Directors with PRM – *Melissa Cannon*
- C. Resolution R24-02 Street Closing for Moonlight and Music – *Melissa Cannon*
- D. Resolution R24-03 Street Closing for the Showcase of the Arts Event – *Melissa Cannon*

11. NEW BUSINESS:

- A. Update on State of Florida Appropriations for Fire Apparatus – *Matthew Zahara*
- B. Surplus of the City of Fort Meade’s 2006 Pierce Contender Engine/Pumper – *Matthew Zahara*
- C. Surplus of the City of Fort Meade’s 1987 Ford Tender/1986 Ford FMC Engine (Fire Department) – *Matthew Zahara*
- D. Overview of ISO inspection, Fire Department Needs Assessment and Budget Update – *Matthew Zahara*
- E. Closure of Fort Meade Library for PCLC 7th Annual Training Retreat on Friday, April 5, 2024 – *Kylie Shortt*
- F. SRF Change Order for MG Underground time extensions – *Tommy King*
- G. Outside Funding Sources/Grant Projects Update – *Maria Sutherland*

12. CITY ATTORNEY COMMENTS:

13. CITY MANAGER COMMENTS:

14. CITY COMMISSION COMMENTS:

15. STAFF REPORTS:

Building Dept. – *Lisa Bolin*
Library – *Kylie Shortt*

16. UPCOMING MEETINGS:

- A. February 13, 2024, Regular Commission Meeting at 6:00 PM
- B. March 13, 2024, Regular City Commission Meeting at 6:00 PM

17. ADJOURNMENT:

NOTE: *If any person decides to appeal any decision made by the City Commission with respect to any matter considered at this meeting or hearing, he/she will need a record of the proceedings, and for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. (F.S. §286.0105)*



**CITY OF FORT MEADE, FLORIDA
STAFF REPORT
FOR MEETING OF JANUARY 9, 2024
AGENDA ITEM 5-A**

SUBJECT:

Appreciation of Service Year 2023 as Mayor – Mayor James Watts

BACKGROUND:

Mayor Watts was appointed to serve as Mayor for the year 2023.

City staff would like to express their deepest appreciation for your service as Mayor in 2023.

FISCAL IMPACT:

None.

RECOMMENDATION:

Receive the Appreciation of Service as Mayor for the Year 2023.

<u>MOTION:</u> Receive the Appreciation of Service as Mayor for the Year 2023.

Created/Initiated by: Melissa Cannon 12/21/2023

Final Approval by: Maria Sutherland _____

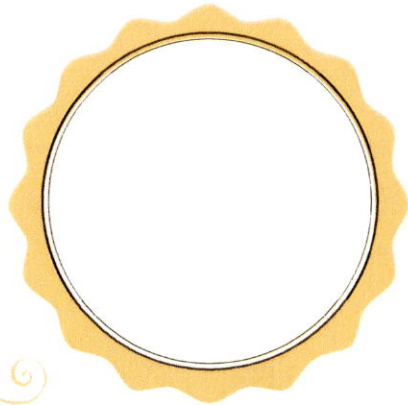
CERTIFICATE OF APPRECIATION

IS HEARBY AWARDED TO

Mayor James Watts

FOR DISTINGUISHED SERVICE TO THE PEOPLE IN 2023 AS

**MAYOR OF THE
CITY OF FORT MEADE**



x

SIGNED, Maria Sutherland, Interim City Manager
January 9, 2024





OATH OF OFFICE

I, Jaret Landon Williams, do solemnly swear that I
will support, protect

and defend the Constitution and Government of the
United States and of the

State of Florida and of the Charter and Ordinances of
the City of Fort Meade,

Florida: That I am duly qualified to hold office under
the Constitution of the

State and the Charter of the City of Fort Meade and that
I will faithfully

perform the duties of City Commissioner to the best of
my ability, so help me God.

This is the 9th day of January 2024.

Jaret Landon Williams,
City Commissioner

Attest: _____

Honorable Judge, Cassandra L. Denmark



**CITY OF FORT MEADE, FLORIDA
STAFF REPORT
FOR MEETING OF JANUARY 9, 2024
AGENDA ITEM 7-A**

SUBJECT:

City Commission approval of Resolution R24-01 appointment of Mayor and Vice Mayor.

BACKGROUND:

Each year the City Commission appoints a Mayor and Vice Mayor for the new year per the City of Fort Meade Charter:

Sec. 15. -Mayor-Commissioner -Election; duties; compensation; vice-mayor commissioner. *The city commission shall at each annual meeting on the first Tuesday in January, in each year, elect one of its members mayor-commissioner of the city. In case the members of the city commission are unable to agree within five days after time fixed herein for election of a mayor-commissioner, then such office shall be chosen by lot. Such mayor-commissioner shall preside at all meetings of the commission, when present, and shall represent the city upon public occasions; shall sign all contracts involving over \$300.00, all deeds of conveyance, bonds and other obligations of the city required to be executed by and in the name of the city. He shall have no veto power but shall entitled to vote on all matters coming before the commission for disposition, where not disqualified on account of interest. He shall receive, in addition to his per diem as commissioner for attending meetings of the commission, a salary of \$20.00 per month for his services as mayor-commissioner, in the temporary absence of the mayor-commissioner a vice mayor-commissioner shall be designated by the city commission who shall perform the duties of the mayor-commissioner and receive his prorate compensation.*

RECOMMENDATION:

Approve Resolution R24-01 and appoint a Mayor and Vice Mayor for 2024.

MOTION: Move to Approve Resolution R24-01 and appoint a Mayor and Vice Mayor for 2024.

Created/Initiated by: Melissa Cannon 12/21/2023

Final Approval by: Maria Sutherland _____

2024 MAYOR/VICE MAYOR ELECTIONS

MAYOR WATTS WILL OPEN THE FLOOR FOR NOMINATIONS OF MAYOR FOR THE YEAR 2024

I NOMINATE _____ AS MAYOR FOR THE YEAR 2024

MOTION/2ND

MAYOR WATTS WILL OPEN THE FLOOR FOR NOMINATIONS FOR VICE MAYOR

I NOMINATE _____ AS VICE MAYOR FOR THE YEAR 2024

MOTION/2ND

AT THIS TIME THE MEETING WILL BE TURNED OVER TO MAYOR _____
AND THE REGULARLY SCHEDULED COMMISSION MEETING WILL RESUME.

RESOLUTION R24-01

**A RESOLUTION OF THE CITY OF FORT MEADE, FLORIDA;
DESIGNATING MAYOR AND VICE MAYOR OF THE CITY OF
FORT MEADE, FLORIDA EFFECTIVE JANUARY 9, 2024.**

**NOW BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FORT
MEADE, FLORIDA:**

Section 1. The Honorable _____, City Commissioner, is hereby designated Mayor of the City of Fort Meade, Florida, effective January 9, 2024, to serve at the pleasure of the City Commission in accordance with the provisions of the Charter of the City of Fort Meade.

Section 2. The Honorable _____, City Commissioner, is hereby designated Vice Mayor of the City of Fort Meade, Florida, effective January 9, 2024, to serve at the pleasure of the City Commission in accordance with the provisions of the Charter of the City of Fort Meade.

INTRODUCED, PASSED AND RESOLVED by the City Commission of the City of Fort Meade, Florida, in regular session, this 9th day of January 2024.

CITY OF FORT MEADE, FLORIDA

_____, Mayor

ATTEST:

APPROVED:

Melissa Cannon, Deputy City Clerk

Maria Sutherland, Interim City Manager

**APPROVED AS TO FORM AND
CORRECTNESS:**

Christopher Berg, City Attorney



**CITY OF FORT MEADE, FLORIDA
STAFF REPORT
FOR MEETING OF JANUARY 9, 2024
AGENDA ITEM 10-A**

SUBJECT:

Minutes of December 12, 2023, Regular Commission Meeting and Minutes of December 21, 2023, Special Commission Meeting.

BACKGROUND:

The commission held a Regular Commission Meeting on December 12, 2023, and a Special Meeting on December 21, 2023, in commission chambers 8 W. Broadway St., Fort Meade, FL.

FISCAL IMPACT:

None.

RECOMMENDATION:

Approve the Minutes of December 12, 2023, Regular Commission Meeting and Minutes of December 21, 2023, Special Commission Meeting

MOTION: Move to approve the Minutes of December 12, 2023, Regular Commission Meeting and Minutes of December 21, 2023, Special Commission Meeting

Created/Initiated by: Melissa Cannon 1/4/23

Final Approval by: Maria Sutherland _____

**MINUTES
CITY OF FORT MEADE
REGULAR CITY COMMISSION MEETING
TUESDAY, DECEMBER 12, 2023**

A Regular Meeting of the Fort Meade City Commission was held on Tuesday, December 12, 2023, at 6:00 P.M. at Commission Chambers, 8 W. Broadway Street, Fort Meade, Florida, and via Zoom Virtual Meeting.

1. CALL TO ORDER:

The Meeting was called to order at 6:20 PM by Mayor Watts

2. ROLL CALL:

Mayor	James Watts	Present
Vice Mayor	Robert Elliott	Present
Commissioner	Petrina McCutchen	Present
Commissioner	James Possum Schaill	Present

Staff Present

Asst. City Manager	Maria Sutherland	Present
City Attorney	Chris Berg	Present
Deputy City Clerk	Melissa Cannon	Present
Human Resources Director	Cherie Kercher	Present
Comptroller	Mary Dimitroff	Present

Also present was PCSO Sgt. Earnest Fulcher

3. INVOCATION AND PLEDGE TO THE FLAG

Mayor Watts led the invocation. Mayor Watts led the pledge to the flag.

4. ADDITIONS AND/OR DELETIONS

A. Add Special Presentation to the Fort Meade City-Wide 80th Mission Anniversary to Galileee Missionary Baptist Church and Beulah Baptist Church to be presented to Ms. Sharon Barfield, President.

Motion Vice Mayor Elliott, second Commissioner Schaill to add item 5-B to the agenda.

Motion to add item 5-B to the agenda passed by a unanimous vote of 4-0.

5. PRESENTATIONS/AWARDS/REPORTS

A. Swear in Mr. Samuel Berrien for City Commissioner Seat #5

Honorable Judge Jeff McKibbens presented Mr. Samuel Berrien with the Oath of Office as he was sworn in as Fort Meade City Commissioner Seat 5.

The Commission welcomed Mr. Berrien to the City Commission.

- B.** Special Presentation to the Fort Meade City-Wide 80th Mission Anniversary to Galilee Missionary Baptist Church and Beulah Baptist Church.

Mayor Watts presented Ms. Barfield and Mr. Wilcher with a plaque for Galilee Missionary Baptist Church and Beulah Baptist Church and thanked them for their service to the Fort Meade City-Wide Missionary 80th Anniversary.

- 6. PUBLIC FORUM:
Citizen comments for items not on the agenda (3-minute maximum length).**

Ms. Rebecca Schemp, Art Club teacher for Lewis Annawoodbury Elementary, 115 S. Oak Ave., Fort Meade, along with students Paislie, Caroline, and Kaylee requested a donation for the Disney Epcot Art Festival field trip in February 2024.

Motion Vice Mayor Elliott, second Commissioner Schail to donate \$250.00 to Lewis Annawoodbury Art Club.

Motion to donate \$250.00 to Lewis Annawoodbury Art Club passed by a unanimous vote of 5-0.

Mr. Curtis Bankston, 1400 Hwy 17 N, asked that Vice Mayor Elliott explain the cmhp proceeds before the end of the meeting.

- 7. PUBLIC HEARINGS:**

Open Public Hearings on the following items:

- A. PUBLIC HEARING:** Second and Final Reading Ordinance 2023-19 Voluntarily Annexing Property into the City of Fort Meade – *Melissa Cannon*

Interim City Manager Sutherland read the title to Ordinance 2023-19.

Mayor Watts opened the public hearing. With no one wishing to speak, Mayor Watts closed the public hearing.

Motion Vice Mayor Elliott, second Commissioner Schail to adopt Ordinance 2023-19 Voluntarily Annexing Property into the City of Fort Meade.

Motion to adopt Ordinance 2023-19 Voluntarily Annexing Property into the City of Fort Meade passed by a unanimous vote of 5-0.

- B. PUBLIC HEARING:** Second and Final Reading Ordinance 2023-20 Voluntarily Annexing Property into the City of Fort Meade – *Melissa Cannon*

Motion Vice Mayor Elliott, second Commissioner Berrien to adopt Ordinance 2023-20 Voluntarily Annexing Property into the City of Fort Meade.

Motion to adopt Ordinance 2023-20 Voluntarily Annexing Property into the City of Fort Meade passed by a unanimous vote of 5-0.

8. CONSENT AGENDA:

- A. Minutes of November 14, 2023, Regular Commission Meeting, Minutes of the November 27, 2023, Canvassing Board Meeting, November 28, 2023, Canvassing Board Meeting, and Minutes of November 29, 2023, Special Commission Meeting – *Melissa Cannon*

Motion Commissioner McCutchen, second Vice Mayor Elliott to approve the consent agenda.

Motion to approve the consent agenda passed by a unanimous vote of 5-0.

9. NEW BUSINESS:

- A. Fort Meade Community Health Care Donation Request – *Melissa Cannon*

Motion Commissioner McCutchen, second Vice Mayor Elliott to approve the donation request of the Fort Meade Community Health Care Board in the amount of \$2,925.18.

Motion to approve the donation request of the Fort Meade Community Health Care Board in the amount of \$2,925.18 passed by a unanimous vote of 5-0.

- B. Audit Engagement Letter for Purvis Gray & Company – *Mary Dimitroff*

Motion Vice Mayor Elliott, second Commissioner Schail to approve the audit engagement letter for Purvis Gray & Company for the City-Wide and CRA audits for FY ended 2023.

Motion to approve the audit engagement letter for Purvis Gray & Company for the City-Wide and CRA audits for FY ended 2023 passed by a unanimous vote of 5-0.

- C. RFQ 23-01 Engineering Services – *Maria Sutherland*

Motion Commissioner Berrien, second Commissioner Schail to approve the issuance of RFQ 23-01 for Engineering Services.

Motion to approve the issuance of RFQ 23-01 for Engineering Services passed by a unanimous vote of 5-0.

- D.** Budget adjustments to clear up post FY reimbursement requests for Main Street Fort Meade and Fort Meade Chamber of Commerce – *Mary Dimitroff*

After much discussion, Motion Vice Mayor Elliott, second Commissioner Schail to deny the requests for reimbursement from Main Street Fort Meade and Fort Meade Chamber of Commerce.

Motion to deny the requests for reimbursement from Main Street Fort Meade and Fort Meade Chamber of Commerce passed by a vote of 4-1 with Commissioner Berrien opposed.

10. CITY ATTORNEY COMMENTS:

City Attorney Berg stated that he is finalizing the negotiations of the city manager employment agreement with Mr. Pat Oman and stated they are very close. Mr. Berg passed the contract to the commission for review and went over the requests of Mr. Oman stating he has requested moving expenses and additional time to find living arrangements inside the city, cost of living raises and retirement, and has expressed a possible early start date of January 21st.

The commission asked many questions which Mr. Berg answered. Mr. Berg asked for direction on how to proceed.

Motion Vice Mayor Elliott to approve the contract agreement with the moving expenses not to exceed \$5,000.00, cost of living and retirement.

Motion to approve the contract agreement with the moving expenses not to exceed \$5,000.00, cost of living and retirement passed by a unanimous vote of 5-0.

Motion Mayor Watts, second Vice Mayor Elliott to bring the contract for approval to the Special Meeting on December 21, 2023.

Motion to bring the contract for approval to the Special Meeting on December 21, 2023, passed by a vote of 3-2 with Commissioner McCutchen and Commissioner Berrien opposed.

11. CITY MANAGER COMMENTS:

Ms. Sutherland stated that she would like to address comments that have been expressed regarding the finance department and the lack of managerial time management and not producing a "budget book". Ms. Sutherland stated she was not hired for finance therefore cannot be counted in the finance department and that when the "budget book" was produced there were 949 hours of comp time earned for the finance director over 4 years to create the budget books. The commission recently denied comp time for all current employees. Ms. Sutherland stated that there have been 3 employees resign from the finance department and 3 new employees hired requiring the training of 6 people over 2 years therefore there hasn't been any time to create the pretty budget book as before.

Ms. Sutherland stated that with turnover other employees have to pick up other duties resulting in delay of some duties.

12. CITY COMMISSION COMMENTS:

- A. Commissioner Schail – Welcomed Commissioner Berrien back to the Commission.
- B. Commissioner McCutchen – Welcomed Commissioner Berrien back as well. Commissioner McCutchen asked what the emergency water repairs. Ms. Sutherland stated that they were able to cap off the line and not replace it.
- C. Commissioner Berrien – asked if the city was aware of the DEP grant funding due next week. Ms. Sutherland stated the Tommy King has been working with Mittauer on this grant.
- D. Vice Mayor Elliott – stated in response to Mr. Bankston’s question regarding the proceeds from the sale of the cmhp, the ordinance is to protect the funds, requiring commission approval to be used.
- E. Mayor Watts – welcomed Commissioner Berrien back and thanked the commission and Vice Mayor Elliott for his years of service on the commission.

13. STAFF REPORTS:

14. UPCOMING MEETINGS:

Mayor Watts announced the upcoming meetings.

A. December 21, 2023, Special City Commission Meeting at 6:00 PM

B. January 9, 2024, Regular City Commission Meeting at 6:00 PM

15. ADJOURNMENT

There being no further business to conduct, Motion Vice Mayor Elliott, second Commissioner Schail to adjourn the Regular Commission meeting of December 12, 2023, at 7:43 PM.

Motion to adjourn passed by unanimous vote of 5-0.

ATTEST:

James Watts, Mayor

Melissa Cannon, Deputy City Clerk

**MINUTES
CITY OF FORT MEADE
SPECIAL CITY COMMISSION MEETING
THURSDAY, DECEMBER 21, 2023**

A Special Meeting of the Fort Meade City Commission was held on Thursday, December 21, 2023, at 6:00 P.M. at Commission Chambers, 8 W. Broadway Street, Fort Meade, Florida, and via Zoom Virtual Meeting.

1. CALL TO ORDER:

The Meeting was called to order at 6:00 PM by Mayor Watts.

2. ROLL CALL:

Mayor	James Watts	Present
Vice Mayor	Robert Elliott	Present
Commissioner	Petrina McCutchen	Absent
Commissioner	James Possum Schail	Present
Commissioner	Samuel Berrien	Present*

*arrived at 6:30 pm

Staff Present

Asst. City Manager	Maria Sutherland	Present
City Attorney	Chris Berg	Present
Deputy City Clerk	Melissa Cannon	Present
Customer Service Supervisor	Danelle Holder	Present

3. INVOCATION AND PLEDGE TO THE FLAG

Mayor Watts led the invocation. Mayor Watts led the pledge to the flag.

4. ADDITIONS AND/OR DELETIONS

5. PRESENTATIONS/AWARDS/REPORTS

Ms. Maria Sutherland presented Vice Mayor Elliott with a gavel plaque and certificate of appreciation for his 26 years of dedicated service to the City of Fort Meade as Commissioner/Mayor.

Mayor Watts called recess at 6:07 pm to wait for Commissioner Berrien to arrive. Mayor Watts reconvened the meeting at 6:22 pm.

6. PUBLIC FORUM:

Citizen comments for items not on the agenda (3-minute maximum length).

7. PUBLIC HEARINGS:

Open Public Hearings on the following items:

A. PUBLIC HEARING: Second and Final Reading Ordinance 2023-24 City Mobile Home Park Proceeds Fund – *Maria Sutherland*

Attorney Berg read the title to Ordinance 2023-24. Mayor Watts opened the public hearing. With no one wishing to speak, Mayor Watts closed the public hearing.

Motion Vice Mayor Elliott, second Commissioner Schail to adopt Ordinance 2023-24 on 2nd and final reading.

Motion to adopt Ordinance 2023-24 passed by a unanimous vote of 3-0.

8. CONSENT AGENDA:

9. NEW BUSINESS:

Mayor Watts called recess at 6:24 to continue waiting on Commissioner Berrien to arrive. Commissioner Berrien arrived and Mayor Watts reconvened the meeting at 6:30 pm. Mayor Watts stated that the commission went through items 1- 8 and asked Commissioner Berrien if he had any questions on those items and Mr. Berrien replied he had no questions.

A. City Manager Contract – *Christopher Berg* /

Attorney Berg presented the commission with the final proposed contract with Mr. Oman with a start date of January 21, 2024, with the terms discussed. Mr. Berg explained the termination clause due to concerns.

Commissioner Berrien asked Mr. Berg if he looked into IMCA for a potential temporary city manager candidate. Discussion ensued.

Motion Vice Mayor Elliott, second Commissioner Schail to offer the contract for the position of city manager to Mr. Pat Oman.

Motion to offer the contract for the position of city manager to Mr. Pat Oman passed by a unanimous vote of 4-0. Commissioner Berrien stated he voted yes to the contract with Mr. Oman but is opposed to not allowing the next commissioner to have the same opportunity.

10. CITY ATTORNEY COMMENTS:

Attorney Berg stated he would do a deeper dive into the State Statute Form 6 Financial Disclosure at the next meeting.

Attorney Berg stated that a resolution will be required for the retirement account for Mr. Oman.

Motion Vice Mayor Elliott, second Commissioner Berrien to bring back and address Form 6 and the resolution for the retirement account to the next commission meeting.

Motion to bring back and address Form 6 and the resolution for the retirement account to the next commission meeting passed by a unanimous vote of 4-0.

11. **CITY MANAGER COMMENTS:** None

12. **CITY COMMISSION COMMENTS:**

- A. Commissioner Schailk thanked everyone for being here tonight. Commissioner Schailk stated that he really thinks the commission made the right decision to hire Mr. Oman as city manager.
- B. Commissioner Berrien thanked Vice Mayor Elliott for the service he has provided to this community for 26 years and as Judge McKibbins says “stepping up and giving your time to other services is a noble thing” so thank you for giving us those 26 years.
- C. Vice Mayor Elliott stated that he has submitted his letter of resignation effective December 29, 2023, due to the new law regarding Form 6, stating that it is a total invasion of privacy. Vice Mayor Elliott stated he has enjoyed his 26 years of service and thanked everyone for the opportunity.
- D. Mayor Watts thanked Vice Mayor Elliott for his service, thanked everyone for being here tonight and welcomed Commissioner Berrien back.

13. **STAFF REPORTS:**

14. **UPCOMING MEETINGS:**

Mayor Watts announced the upcoming meetings.

- A. January 9, 2024, Regular City Commission Meeting at 6:00 PM
- B. February 13, 2024, Regular City Commission Meeting at 6:00 PM

15. **ADJOURNMENT**

There being no further business to conduct, Motion Vice Mayor Elliott, second Commissioner Berrien to adjourn the Special Commission meeting of December 21, 2023, at 6:59 PM.

Motion to adjourn passed by unanimous vote of 4-0.

ATTEST:

James Watts, Mayor

Melissa Cannon, Deputy City Clerk



**CITY OF FORT MEADE, FLORIDA
STAFF REPORT
FOR MEETING OF JANUARY 9, 2024
AGENDA ITEM 10-B**

SUBJECT:

City Commission appointment of representative of the City of Fort Meade to the Property & Casualty Board of Directors and the Group Health Trust Board of Directors with Public Risk Management of Florida (PRM).

BACKGROUND:

With the hiring of Ms. Kayla Roberts, Employee Relations Manager, the commission will need to appoint a representative and an alternate of the city to serve on both PRM boards.

Article 6 - Board of Directors of the Pool

6.1. The Board: There is hereby established a Board of Directors (sometimes hereinafter referred to as the "Board") of the Pool. Each Member shall appoint one (1) person to represent that body (the "Representative") on the Board of Directors along with another person to serve as an alternate representative (the "Alternate") when the Representative is unable to carry out that Representative's duties. The Representative and Alternate shall be appointed in writing by the governing body of the Member and a copy of the written appointment shall be provided to the Executive Director of the Pool. Once such appointments are made known to the Pool, the persons appointed shall remain in office until the Pool receives evidence in writing of the appointment of other persons by the Member's governing body. The Representative and Alternate selected must be an employee, an appointed official or elected official of the entity.

6.5. Representatives: The Representative selected by the Member shall serve until a successor has been selected. The Representative chosen by the Member may be removed at any time by the vote of the Member's governing body. In the event that a vacancy occurs in the position of Representative or Alternate selected by the governing body of a Member, that body shall appoint a successor in writing within 60 days of such vacancy occurring. The failure of a Member to select a Representative or the failure of that person to participate shall not affect the responsibilities or duties of a Member under this Intergovernmental Agreement.

RECOMMENDATION:

Appoint Kayla Robertson as designated member and Kelsy Kitka as alternate member to the Property & Casualty Board of Directors and the Group Health Trust Board of Directors with PRM.

MOTION: Move to Appoint Kayla Robertson as designated member and Kelsey Kitka as alternate member to the Property & Casualty Board of Directors and the Group Health Trust Board of Directors with PRM.

Created/Initiated by: Melissa Cannon 1/3/2024

Final Approval by: Maria Sutherland _____



City of Fort Meade

8 West Broadway Avenue • P.O. Box 856
Fort Meade, Florida 33841-0856
863.285.1100 • 863.285.1124
www.cityoffortmeade.com

January 9, 2024

DESIGNATION OF BOARD MEMBERS

Robbie L. Chartier, Executive Director
3434 Hancock Bridge Pkwy, Suite 203
Fort Myers, FL 33903

Re: Board of Directors – Property & Casualty (P&C)
Designation of Member and Alternate
City of Fort Meade, Florida

Dear Ms. Chartier:

Please accept this letter as our notification to Public Risk Management of Florida of a change in designated Member for Fort Meade to the Property & Casualty Board of Directors. We are requesting that the following individuals be appointed as the designated Member and Alternate:

Member:	Kayla Robertson, Employee Relations Manager
Alternate:	Kelsey Kitka, Finance Assistant

Upon your receipt hereof, should you have any question, please do not hesitate to contact Interim City Manager, Maria Sutherland at 863-285-1100.

Sincerely,

_____, Mayor



City of Fort Meade

8 West Broadway Avenue • P.O. Box 856
Fort Meade, Florida 33841-0856
863.285.1100 • 863.285.1124
www.cityoffortmeade.com

January 9, 2024

DESIGNATION OF BOARD MEMBERS

Robbie L. Chartier, Executive Director
Public Risk Management of Florida
3434 Hancock Bridge Pkwy, Suite 203
Fort Myers, FL 33903

Re: Board of Directors – Group Health Trust
Designation of Member and Alternate
City of Fort Meade, Florida

Dear Ms. Chartier:

Please accept this letter as our notification to Public Risk Management of Florida of a change in designated Member and Alternate Member for Fort Meade to the Group Health Trust Board of Directors. The City Commission voted unanimously to appoint the following individuals as the designated Member and Alternate:

Member: Kayla Robertson, Employee Relations Manager
Alternate: Kelsey Kitka, Finance Assistant

Upon your receipt hereof, should you have any question, please do not hesitate to contact Interim City Manager Maria Sutherland at 863-285-1100.

Sincerely,

_____, Mayor



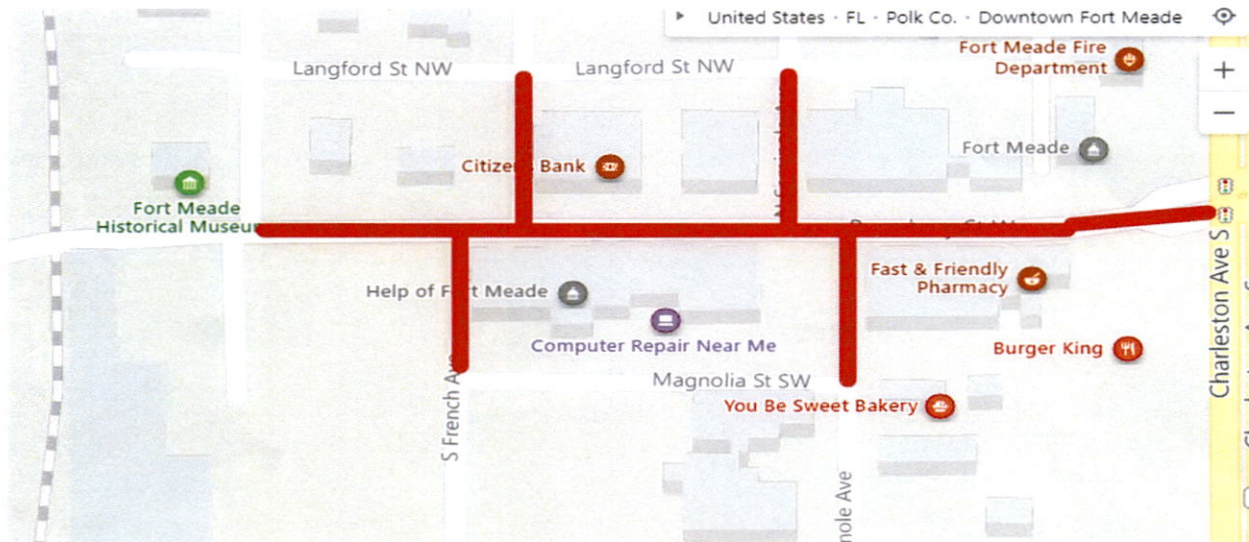
**CITY OF FORT MEADE, FLORIDA
STAFF REPORT
FOR MEETING OF JANUARY 9, 2024
AGENDA ITEM 10-C**

SUBJECT:

Street Closing for Moonlight & Music on Main Street Event

BACKGROUND:

On Friday, April 5, 2024, the Fort Meade Chamber of Commerce is sponsoring “Moonlight & Music”, a jazz event in conjunction with the Polk Arts Alliance, City of Fort Meade, and Fort Meade Women’s Club on Main Street and is requesting to close West Broadway St. from 4:00 PM to 9:00 PM



The needed permits will be applied for with Commission approval.

FISCAL IMPACT/FUNDING SOURCE:

No fiscal impact to the city

RECOMMENDATION:

Approve Resolution R24-02 street closing on W. Broadway as shown above for the Moonlight & Music on Main Street Event

MOTIONS: Approve Resolution R24-02 street closing on W. Broadway as shown above for the Moonlight & Music on Main Street Event

Created/Initiated By: Melissa Cannon 1/5/2024

Final Approval By: Maria Sutherland, Interim City Manager

_____ Date _____ Initials

RESOLUTION R24-02

**A RESOLUTION OF THE CITY OF FORT MEADE, FLORIDA;
AUTHORIZING THE EXECUTION OF A POLK COUNTY
TEMPORARY ROAD CLOSING PERMIT APPLICATION.**

WHEREAS, Fort Meade Chamber of Commerce desires to use City, County and State Roads from Hwy 17 W to Tecumseh Ave for Moonlight & Music on Main Street Event to be held on Friday, April 5, 2024: and

WHEREAS, the City of Fort Meade will accept responsibility for the rights-of-way within the City's corporate limits pursuant to the terms of the Request of Temporary Closing (see attachment marked Exhibit "A").

NOW BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FORT MEADE, FLORIDA:

Section 1. The City Manager and Polk County Sergeant for Fort Meade are hereby authorized to execute the Request for Temporary Closing of County Road and they agree to the terms thereof.

Section 2. This Resolution shall take effect immediately upon passage.

DONE AND RESOLVED by the City Commission of the City of Fort Meade, Florida, in regular session, this 9^h day of January 2024.

ATTEST:

CITY OF FORT MEADE, FLORIDA

Melissa Cannon, Deputy City Clerk

_____, Mayor

**APPROVED AS TO FORM AND
CORRECTNESS:**

APPROVED:

Christopher Berg, City Attorney

Maria Sutherland, Interim City Manager



**CITY OF FORT MEADE, FLORIDA
STAFF REPORT
FOR MEETING OF JANUARY 9, 2024
AGENDA ITEM 10-D**

SUBJECT:

Street Closing for Fort Meade Showcase of the Arts Event

BACKGROUND:

On Saturday, March 16, 2024, the Fort Meade Chamber of Commerce is sponsoring “Fort Meade Showcase of the Arts Event”, in conjunction with Bartow Con LLC, City of Fort Meade, and Main Street Fort Meade and is requesting to close West Broadway St. from 7:30 am – 6:30 PM



The needed permits will be applied for with Commission approval.

FISCAL IMPACT/FUNDING SOURCE:

No fiscal impact to the city

RECOMMENDATION:

Approve Resolution R24-03 street closing on W. Broadway as shown above for the Fort Meade Showcase of the Arts Event

MOTIONS: Approve Resolution R24-03 street closing on W. Broadway as shown above for the Fort Meade Showcase of the Arts Event

Created/Initiated By: Melissa Cannon 1/5/2024

Final Approval By: Maria Sutherland, Interim City Manager

_____ Date _____ Initials

RESOLUTION R24-03

**A RESOLUTION OF THE CITY OF FORT MEADE, FLORIDA;
AUTHORIZING THE EXECUTION OF A POLK COUNTY
TEMPORARY ROAD CLOSING PERMIT APPLICATION.**

WHEREAS, Fort Meade Chamber of Commerce desires to use City, County and State Roads from Hwy 17 W to Tecumseh Ave for the Showcase of the Arts on Main Street Event to be held on Saturday, March 16, 2024: and

WHEREAS, the City of Fort Meade will accept responsibility for the rights-of-way within the City's corporate limits pursuant to the terms of the Request of Temporary Closing (see attachment marked Exhibit "A").

NOW BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FORT MEADE, FLORIDA:

Section 1. The City Manager and Polk County Sergeant for Fort Meade are hereby authorized to execute the Request for Temporary Closing of County Road and they agree to the terms thereof.

Section 2. This Resolution shall take effect immediately upon passage.

DONE AND RESOLVED by the City Commission of the City of Fort Meade, Florida, in regular session, this 9^h day of January 2024.

ATTEST:

CITY OF FORT MEADE, FLORIDA

Melissa Cannon, Deputy City Clerk

_____, Mayor

**APPROVED AS TO FORM AND
CORRECTNESS:**

APPROVED:

Christopher Berg, City Attorney

Maria Sutherland, Interim City Manager



**CITY OF FORT MEADE, FLORIDA
STAFF REPORT
FOR MEETING OF JANUARY 9, 2024
AGENDA ITEM 11-A**

SUBJECT:

Update on State of Florida Appropriations for Fire Apparatus

BACKGROUND:

For fiscal year 23/24, The City of Fort Meade received state appropriations in the amount of \$1,000,000.00 for fire apparatus. These appropriations were intended to be utilized to reimburse the cost of the two (2) Toyne Engines that were paid for out of ARPA funds. These two (2) Engines were unable to be covered by this appropriation per the State of Florida due to the Engines being delivered and paid for before the State of Florida Budget fiscal year budget took effect. This was due to the manufacturer having to deliver and receive their funds to make room for other apparatus builds.

The commission also approved the purchase of the Toyne Tender/Pumper that will be delivered this spring approx. April-May 2024. The cost of this contract is \$642,752.83 with one commission approved change order of \$18,813.00 for a total cost of the apparatus \$661,565.83.

To be able to utilize this apparatus for fire suppression needs all the NFPA and ISO required equipment must be in place on the apparatus. When the apparatus contract was negotiated and signed in October 2022 no equipment was funded or quoted for the apparatus during the specification process. This left current staff with an issue of the unbudgeted capital expense to stock the truck for service.

The current Fire Department and City Staff had worked tirelessly negotiating to obtain approval to use the remaining balance of the appropriation in the amount of \$338,434.17 for all the required equipment to stock the apparatus for use. Fire Department staff have recently received documentation in writing from our contract manager that the City of Fort Meade is allowed to use all remaining funds for all the required equipment needed for the apparatus.

FISCAL IMPACT:

No fiscal impact to the City of Fort Meade as the remaining balance of this appropriation will be utilized for the purchasing of the required equipment.

RECOMMENDATION:

Staff request a motion and approval to allow staff to utilize the remaining balance of the Fire Apparatus \$1,000,000.00 appropriation to procure and purchase the required equipment to utilize the apparatus for service.

MOTION:

Motion to approve city staff to utilize the remaining balance of the State of Florida \$1,000,000.00 fire apparatus appropriation for the purchase of all the required and needed NFPA and ISO equipment.

Initiated/Created by: Matthew Zahara 12/28/2023.

Approval by: Maria Sutherland



**CITY OF FORT MEADE, FLORIDA
STAFF REPORT
FOR MEETING OF JANUARY 9, 2023
AGENDA ITEM 11-B**

SUBJECT:

Surplus of the City of Fort Meade's 2006 Pierce Contender Engine/Pumper

BACKGROUND:

In FY 22-23 this Commission approved the purchase of a total of three (3) fire apparatus. Two (2) Engines (Pumpers) which have already been delivered and placed in service. The third apparatus is a Tender/Pumper that is expected to be ready for delivery and placed in service approximately April- May 2024. These purchases were approved and were to serve as a replacement for an ageing fleet that had been a source of extensive out of service times and expensive maintenance.

There are three (3) typical ways in which municipalities generally are able to utilize these apparatuses to obtain monetary value back to the city.

Consignment- A brokerage company is contracted by the city to post the apparatus for sale, advertise and deliver to buyer once sold. These companies are online companies and they charge the highest fees. These fees are on average 10% - 15% of the purchase price plus shipping cost. These apparatuses sit for much longer periods of time and remain the property of the city, while continually incurring cost and space during this process. Industry research has revealed these apparatus may not be sold for 18-24 months depending on the national market.

Wholesale Buyers – Based on the condition of the apparatus, age and features these companies offer a firm price and if agreed on by the commission and accepted, a contract is signed, and the apparatus is then paid for and scheduled for pick up.

Government Fleet Auction – These are generally used for older out of service or near the end-of-life apparatus that cannot be refurbished or used in the fire service at all. These generally bring much lower prices but are the only option for these types of apparatus.

Trade For Training – Local Fire Academies such as Ridge Vo Tech and South Florida State College will trade the value of the apparatus for training cost credit. Although in some instances this may be appropriate, the price is usually the lowest of all the dollar-for-dollar monetary values.

After researching and speaking with dealers, brokers, local fire academies and local government auctions, I highly recommend selling the 2006 Pierce Contender Commercial Cab Engine to a wholesale buyer.

FISCAL IMPACT:

The selling of this apparatus will have a positive fiscal impact to the City of Fort Meade budget.

RECOMMENDATION:

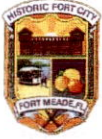
Staff recommend deeming surplus property, obtaining prices, and selling the 2006 Pierce Contender to a wholesale dealer for the highest offer.

MOTION:

Motion to surplus and allow city staff to seek wholesale price offers from emergency vehicle wholesale dealers and bring back to commission for approval on the sales price.

Initiated/Created by: Matthew Zahara 12/28/2023.

Approval by: Maria Sutherland



**CITY OF FORT MEADE, FLORIDA
STAFF REPORT
FOR MEETING OF JANUARY 9, 2023
AGENDA ITEM 11-C**

SUBJECT:

Surplus of the City of Fort Meades' 1987 Ford Tender /1986 Ford FMC Engine (Fire Department).

BACKGROUND:

In FY 22-23 this Commission approved the purchase of a total of three (3) fire apparatus. Two (2) Engines (Pumpers) which have already been delivered and placed in service. The third apparatus is a Tender/Pumper that is expected to be ready for delivery and placed in service approximately April- May 2024. These purchases were approved and were to serve as a replacement for an ageing fleet that had been a source of extensive out of service times and expensive maintenance. These two-apparatus listed due to their age and condition were to be taken out of service and since have been as they were unsafe to continue to operate and serve for fire suppression.

There are three (3) typical ways in which municipalities generally are able to utilize these apparatuses to obtain monetary value back to the city.

Consignment Brokerage - A brokerage company is contracted by the city to post the apparatus for sale, advertise and deliver to buyer once sold. These companies' fee is on average 10% - 15% of the purchase price plus shipping cost. These apparatuses sit for much longer periods of time and remain the property of the city, while continually incurring cost and space during this process. Industry research has revealed these apparatuses may not be sold for 18-24 months depending on the national market. No brokerage companies are taking apparatus currently that are over 25 years old.

Wholesale Buyers – Based on the condition of the apparatus, age and features these companies offer a firm price and if agreed on by the commission and accepted, a contract is signed, and the apparatus is then paid for and scheduled for pick up.

Government Fleet Auction – These are generally used for older out of service or near the end-of-life apparatus that cannot be refurbished or used in the fire service at all. These generally bring much lower prices but are the only option for these types of apparatus.

Trade For Training – Local Fire Academies such as Ridge Vo Tech and South Florida State College will trade the significantly reduced value of the apparatus for training cost credit. Although in some instances this may be appropriate the price is usually the lowest of all the dollar-for-dollar monetary values.

The 1987 Ford FMC Engine had been taken out of service in early 2023 and housed at the city barn. The apparatus is no longer suitable for service due to its age and not being able to be retrofitted to meet NFPA requirements. It has been discussed when taken out of service to keep the apparatus for parades. This is not feasible at this time as the maintenance would be an expense to the citizens of Fort Meade for an apparatus that cannot be used for fire suppression and only used once a year.

The 1987 Tender is no longer safe to use as a fire apparatus and cannot meet current NFPA requirements. This apparatus is being replaced with the Tender/Pumper being delivered in spring of 2024.

After researching and speaking with dealers, brokers, local fire academies and local government auctions, city staff recommend selling 1987 Ford Tender and the 1986 Ford FMC Engine at a government auction to the highest bidder.

FISCAL IMPACT:

No negative fiscal impact on the city budget will be incurred. The selling of these apparatuses will have positive income to the City of Fort Meade.

RECOMMENDATION:

Staff recommend surplus of property, selling the 1987 Ford Tender as well as the 1986 Ford FMC Engine at government auction to the highest bidder.

MOTION:

Motion to surplus, approve city staff to register and sell the 1987 Ford Tender and the 1986 Ford Engine at government auction to the highest bidder.

Initiated/Created by: Matthew Zahara 12/28/2023.

Approval by: Maria Sutherland



**CITY OF FORT MEADE, FLORIDA
STAFF REPORT
FOR MEETING OF JANUARY 9, 2024
AGENDA ITEM 11- D**

SUBJECT:

Overview of ISO inspection, Fire Department needs assessment and budget update.
(Informational Only)

BACKGROUND:

Over the course of the preceding 6-8 months the Fire Department Administration had been direct and clear on the deficiencies and the corrections being taken to correct the Fire Department. This Commission has been made aware of personnel issues affecting response and the need for full-time Fire Department personnel as well as the City of Fort Meades ISO inspection that was in the process of being completed. The recent ISO inspection was performed with staff and Mr. Mark Hager from the ISO office. Although his final report will not be published for some time, this inspection confirmed some emergent issues that have to be corrected.

Fire administration had begun to put together an immediate short term strategic plan to begin implementing and correcting these issues prior to this inspection as we were fully aware of the deficiencies. There have been some recent questions and confusion in the City of Fort Meade as to the needs and the state of the department. For full transparency for this Commission and our valued citizens, the Fire Administration wanted to give the background, the steps to mitigate and a full overview of the cost to correct going forward.

Fire administration would like to open this dialogue with this Commission as well as the citizens of our community as we progress, to include requirements, cost, funding sources as well as measurables to keep the Commission and the public abreast of improvements or adjustments to the plan if needed.

FISCAL IMPACT:

No fiscal impact at this time due to the budget already being approved and in place for this current fiscal year. There will be a need for an approximate \$308,000 budget increase for the coming fiscal year to provide funding to the fire budget for a full 12 months of personnel cost.

RECOMMENDATION:

No specific motion at this time. This is for informational purposes only and to allow

Commissioners to ask questions and provide feedback.

MOTION: No motion required at this time as this is for informational purposes only.

Initiated/Created by: Matthew Zahara 12/28/2023.

Approval by: Maria Sutherland



1

Definitions:

Volunteer Firefighter- Firefighter I is an individual who holds a current and valid **Volunteer Firefighter Certificate** of Completion issued by the Division of State Fire Marshal under s. 633.408, Florida Statutes. These members live in proximity and respond to the station when a call is received. Volunteer's do not meet the state requirement to be paid and can not serve as a part time or full-time employee.

Reserve Firefighter- Firefighter I is an individual who holds a current and valid **Volunteer Firefighter Certificate** of Completion issued by the Division of State Fire Marshal under s. 633.408, Florida Statutes. These members do not live in close proximity and must be scheduled to provide service at the station.

Part Time Firefighter- Individual who is fully **state certified in Firefighter I and II** and can be employed as a municipal employee and perform firefighting duties. Part time Firefighters can not exceed 25 hours of work in a 7-day period.

2

Definitions continued:

Career Firefighter - Individual who is **state certified in Firefighter I and II** and is hired in a municipal full time scheduled capacity to provide 24/7 fire and rescue services.

Support Member - Individual who has joined the volunteer fire department. Member is eligible to run calls while awaiting training but can not function in a firefighting capacity, therefore isn't counted toward certified usable manpower and can't contribute to Fire Suppression activities.

NFPA - National Fire Protection Association

ISO - Insurance Service Office

Work Period - A designated calendar work period defined by the government employer. i.e 7, 14, 21, 28 pay cycles.

FSLA - Federal Fair Labors Standard Act

Stipend - Nominal fee paid to Volunteer Firefighters not to exceed 20% of the average salary of a full-time career firefighter.

Fire Assessment - The Fire Special Assessment Fee is a fee collected to cover a *portion* of "Fire" related expenses.

3

Definitions continued:

Automatic Aid - Automatic aid is assistance that is dispatched automatically by a contractual agreement between two fire departments, communities or fire districts.

Mutual Aid - Mutual aid is assistance that is dispatched, upon request, by the responding fire department. Usually, it is requested upon arrival at the scene. Mutual aid should also be defined by a signed contractual agreement.

4

Requirements of Municipal Government

- ❖ Fire suppression (extinguishment) and prevention (inspections) are required by all incorporated municipal governments.
- ❖ How this is accomplished is up to the individual city or county as the AHJ (**Area Having Jurisdiction**).
- ❖ The City of Fort Meade must provide this service from any one source or a combination of sources.
- ❖ These sources are city volunteers, city staff (employees) or contract the service out to another agency. (**Polk County in this case**)
- ❖ As the full-time volunteer model has been proven to be ineffective in current models and the City of Fort Meade has sought and declined previous Polk County Fire Rescue fire services due to inflated cost the only current option is to fund and employ full time career staff.
- ❖ This model will of course be a large increase in budget, primarily for salaries and wages. Although the increase in the budget is controlled by the commission with direction from fire and city administration and allows citizen input annually.

5

History of the Fort Meade Fire Department

- Traditionally all volunteer fire department with 28-30 members.
- Majority of volunteer members were employed in town or were able to leave work to run fire and emergency calls for service.
- FMFD covered the city limits and the OPA (Outside Protection Area). i.e., County Jurisdiction
- FMFD was funded partially by the general fund and the revenue received from Polk County BoCC to cover this OPA.
- Polk County BoCC terminated this agreement by no fault of the City of Fort Meade and the CoFM no longer was responsible for covering this OPA and as such, no longer receive funding from Polk County BoCC
- FMFD was operating off a small budget and as volunteers were lost through attrition and lack of funding the volunteer members had dwindled in numbers to current state of 7 members.
- This was the point this Commission began looking into and hired a consulting firm to evaluate and report on department deficiencies.

6

Previous Funding Loss

- The loss of OPA funding from BoCC caused a shortfall for past administrations to fund operating expenditures and stipends for volunteers.
- Moral was lost and members began to leave. Through this attrition the experienced members and officers of the department meant the loss of years of experience leaving 71% of current seven members with less than two years of service and training. This caused an extremely dangerous environment for not only the citizens we serve but the firefighters themselves.
- This caused a catastrophic loss of Firefighters which affects the overall ability of the fire department to provide adequate fire protection response and at times no one available to respond to calls .
- 2017 the City of Fort Meade Commission approved and adopted a fire assessment fee.
- This fee is a non-Ad Volorem "fee" not a "tax".
- The fire assessment fee was intended to be a "fee" to help offset the funding shortfalls for fire departments and not intended to fully fund fire departments operating budget.

7

Initial Assessment

- ✓ During this fire administrations current tenure, it was immediately evident even before our ISO inspection, rapid and drastic changes would have to be made to ensure Fire Suppression service were brought back up to adequate levels for the citizens of Fort Meade.
- ✓ Training requirements had not been met
- ✓ Experience, training and competency with new members were at unsafe levels as well as a practice of allowing non-certified members to count toward manpower for reporting purposes. *(This was the case for ISO in 2019)*
- ✓ Due to the lack of sufficient manpower, calls for service were going unanswered.
- ✓ The city's Automatic Aid response agreement had been terminated with PCFR which reverted FMFD back to a mutual aid agreement which had significantly put the citizens of Fort Meade and their properties at risk.
- ✓ This agreement not being in place and having been terminated meant if no members were available to respond or request additional resources the call would not get an automatic PCFR response, and the call could possibly go unanswered

8

Initial Assessment Cont.....

- ✓ Due to **non-full-time** personnel coverage, Fort Meade Fire Department can only currently guarantee adequate fire suppression response with the aid of PCFR due to gaps in manpower and coverage.
- ✓ Late summer and early fall of 2023 it was made clear that the City of Fort Meade had two options to improve fire protection services to adequate levels and was reported to city administration and the Commission.
 1. Hire and staff full time staff and allow volunteers to subsidize
 2. Contract with Polk County Fire Rescue

This was presented at budget workshops and discussed. Due to budget shortfalls Fire Department staff were unable to hire and begin building out this model until February 2024.

This continued the inability to provide adequate fire protection services to the City of Fort Meade for another 4 months.

9

Current Improvements Being Corrected.....

- Lack of enough adequate personnel to ensure fire suppression coverage to the residents of Fort Meade.
- Outdated and Non NFPA compliant equipment
 - Apparatus
 - Station cascade unit
 - Non-ISO compliant equipment on apparatus including lack of vital SCBA units
- Lack of training not meeting ISO and State of Florida requirements
- NFIRS incident reporting shortfalls effecting proper data collection.
- Lack of capital replacement funding to include inflation cost.
- No annual fire prevention inspections of commercial buildings as required based on the occupancy type.
- No community risk reduction plan in place

10

Past and Present Steps to Mitigate

- ✓ Approved and implemented Fire Assessment Fee to help budget shortfalls. (2017)
- ✓ Reached out and obtained Polk County Fire Rescue services proposal. (August 2020 and again in January 2021) by then City Manager Judd and Fire Chief Eiland.
- ✓ Approved city staff to obtain and update our fire assessment survey as it is good for 5 years and it expired in this past fiscal year. This is to obtain new and updated cost for provided service to present to the commission (Spring early Summer 2024).
- ✓ Budget year 22-23 approved Fire Department Administration to begin developing a hybrid model with full time career staff 24/7 subsidized by volunteer members.
- ✓ This was presented at budget workshops for review and approval on the cost associated with the budget including salaries and wages for this plan
- ✓ When the 23-24 FY fire budget was given back at the director level, the Commission approved the budget and hiring of full-time career firefighters and officers while not fully aware this would only be for two thirds of a fiscal year with severe gaps in fire suppression coverage continuing until corrected. (Proposed budget and approved budget comparison attached herein).

11



Insurance

ISO (Insurance Service Office)

Current City of Fort Meade ISO rating was a **4/4X** on a **1-10 scale** with **10 being the worst**.

Last inspection prior to this year was 2019. These inspections are done every three (3) years and are a large part in how insurance companies set insurance rates.

These ISO inspections are retro-inspections, meaning the inspection and subsequent report is what has already transpired, been improved or worsened in the preceding three (3) years.

Fort Meade Fire Department took a huge deduction in 2019 for personnel and training and would not have met the 4 minimum personnel response without counting noncertified members.

Personnel has been improved some, but it is measured by the amount of manpower we are able to put on scene on a working structure fire. Our current manpower is **variable** from day to day due to the staffing limitations.

12

ISO scale of 1-10

ISO requires all municipal fire departments to show proof from reporting records that at least four (4) fully certified Firefighters were able to respond to a working structure fire from our department. If incapable the ISO score is automatically a "10", significantly affecting insurance rates.

There were over 10 structure fire calls for FMFD in 2023 and not one of them had any more than 5 firefighters available to respond and several barely met the requirement with 4. Luckily not all of these were working and quickly downgraded to a less significant call and didn't count toward the inspection.

There was one structure fire call that had only one member to respond, and he responded from out of town and didn't arrive for 20 minutes. This call was not a Working structure fire but would have made our ISO rating automatically go to a "10" and ISO estimates insurance rates would have quadrupled.

It has been previously made clear by Fire Admin and now ISO that personnel should be our foremost priority.



2019 City of Fort Meade ISO Scoring System

The fire department portion took huge deductions in the following areas:

- Ladder Service (testing)
- Reserve ladder and service trucks
- Company personnel
- Credit for training


The biggest deficient category was personnel even in 2019 that had only become worse in the last three years.

ISO concluded its review of the fire suppression features being provided for Fort Meade. The resulting community classification is **Class 04/4X**.

If the classification is a single class, the classification applies to properties with a Needed Fire Flow of 3,500 gpm or less in the community. If the classification is a split class (e.g., 6/XX):

- > The first class (e.g., "6" in a 6/XX) applies to properties within 5 road miles of a recognized fire station and within 1,000 feet of a fire hydrant or alternate water supply.
- > The second class (XX or XY) applies to properties beyond 1,000 feet of a fire hydrant but within 5 road miles of a recognized fire station.
- > Alternative Water Supply: The first class (e.g., "6" in a 6/10) applies to properties within 5 road miles of a recognized fire station with no hydrant distance requirement.
- > Class 10 applies to properties over 5 road miles of a recognized fire station.
- > Class 10W applies to properties within 5 to 7 road miles of a recognized fire station with a recognized water supply within 1,000 feet.
- > Specific properties with a Needed Fire Flow in excess of 3,500 gpm are evaluated separately and assigned an individual classification.


FIRS Feature	Earned Credit	Credit Available
Emergency Communications		
414. Credit for Emergency Reporting	3.00	3
422. Credit for Telecommunicators	4.00	4
432. Credit for Dispatch Circuits	3.00	3
440. Credit for Emergency Communications	10.00	10
Fire Department		
513. Credit for Engine Companies	5.64	6
523. Credit for Reserve Pumpers	0.50	0.50
532. Credit for Pump Capacity	3.00	3
549. Credit for Ladder Service	0.96	4
553. Credit for Reserve Ladder and Service Trucks	0.19	0.50
561. Credit for Deployment Analysis	7.04	10
571. Credit for Company Personnel	2.93	15
581. Credit for Training	2.09	9
730. Credit for Operational Considerations	2.00	2
590. Credit for Fire Department	24.35	50
Water Supply		
616. Credit for Supply System	24.51	30
621. Credit for Hydrants	3.00	3
631. Credit for Inspection and Flow Testing	4.00	7
640. Credit for Water Supply	31.51	40
Divergence		
1050. Community Risk Reduction	-6.01	--
	3.52	5.50
Total Credit	63.37	105.50



ISO can be improved by correcting our personnel deficiencies

- ❖ Hire the full time 24/7 personnel and fund the adjustment in next years budget
- ❖ Until we are able to build up a large number of well-trained volunteer members that can assist with consistently filling in the remaining personnel requirements, ISO allows a call back system for volunteer and off duty personnel to count towards this manpower requirement.
- ❖ The member doesn't have to arrive if the call is downgraded but proof of their response is required.

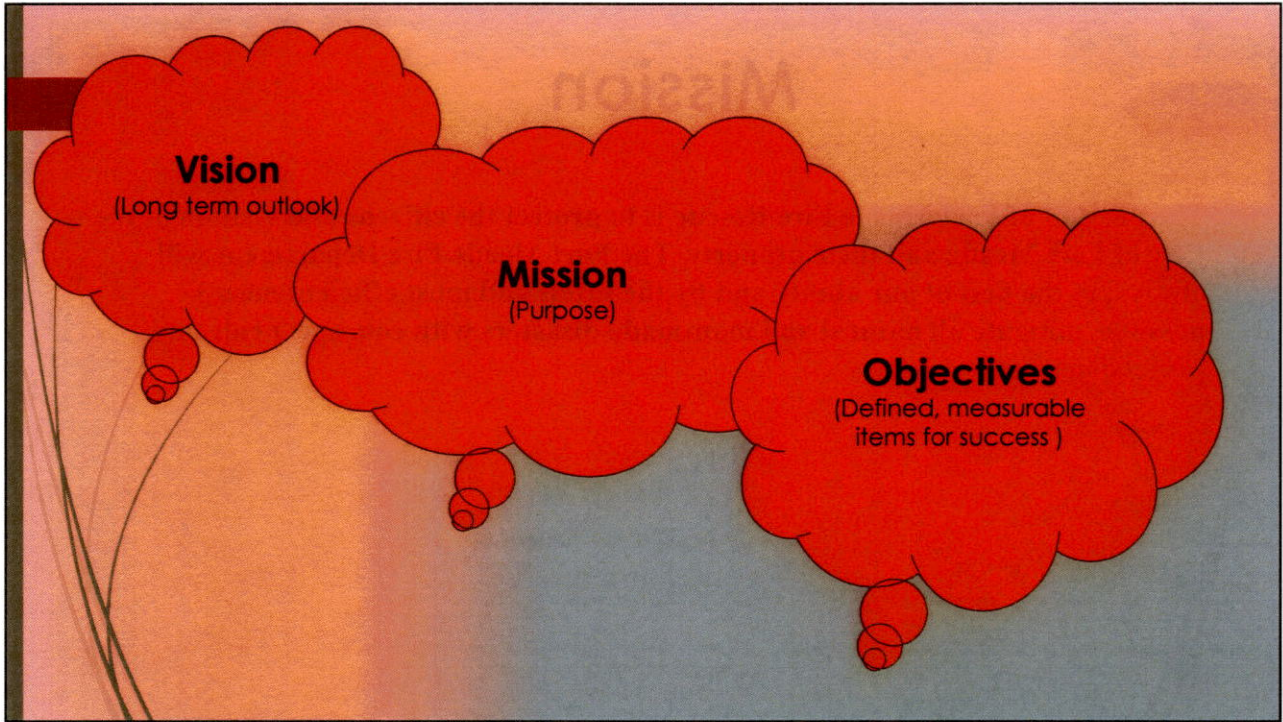
15



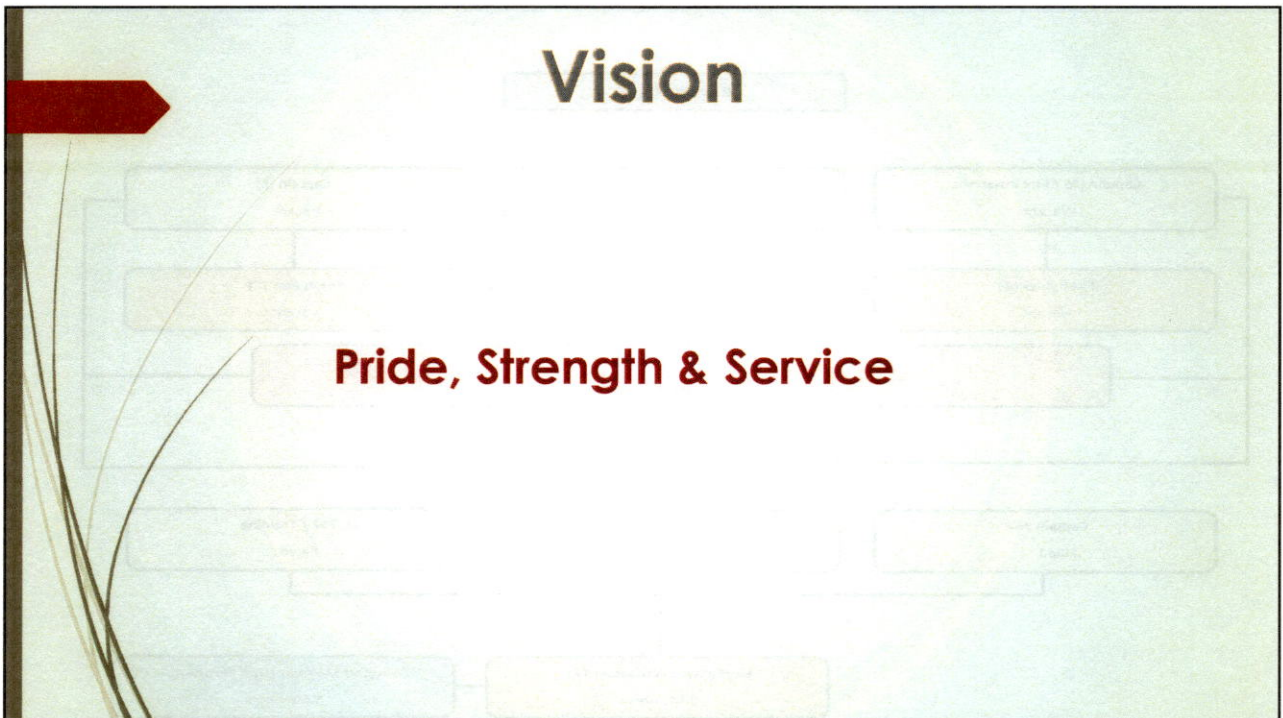
**Fire Department
ISO Improvements to Date**

- Staffing of part time personnel for daytime coverage to help fill in gaps until full time personnel could be hired
- Training hours improved
- Training software and tracking in place
- Ladder testing was contracted and performed

16



17

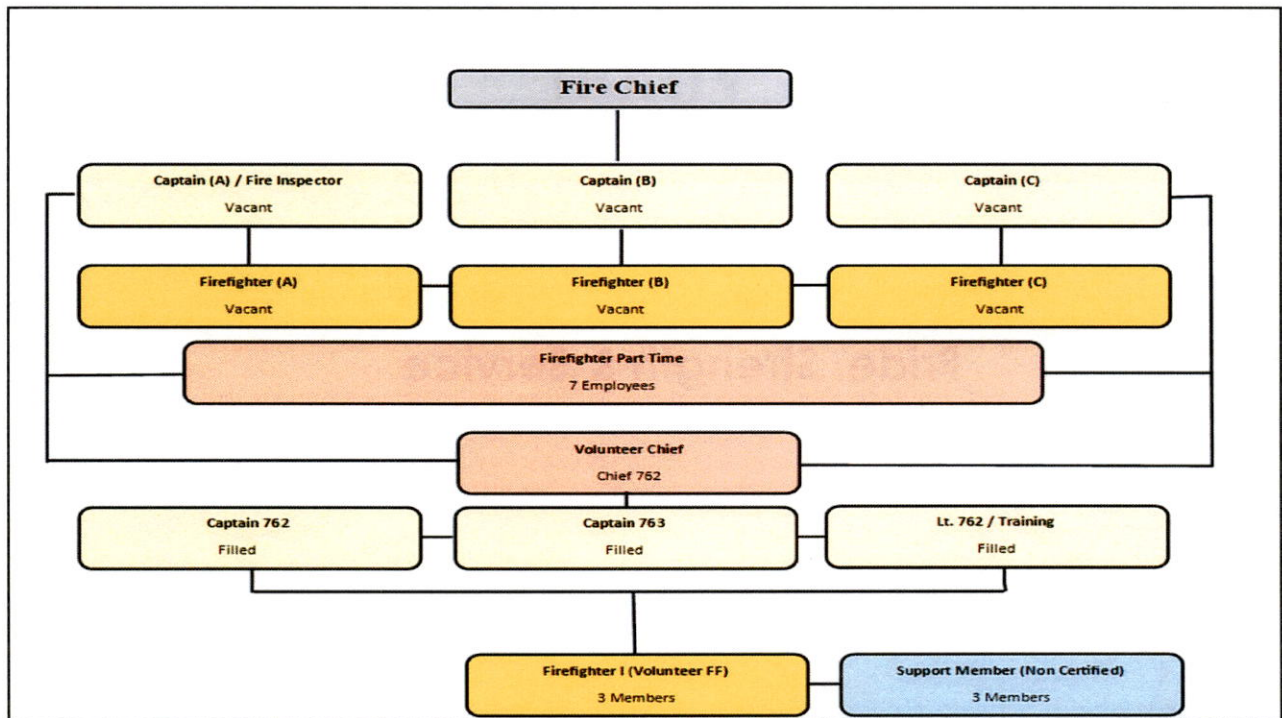


18

Mission

The mission of Fort Meade Fire Rescue is to protect the citizens and visitors of the City of Fort Meade and their property. The Fort Meade Fire Department will always, to the best of our ability and by the safest and most efficient means possible, mitigate all natural and man-made disasters with courage, pride and professionalism.

19



20

CURRENT STAFF

1 Fire Chief

Administrative function, performs risk analysis, oversees budget and implements operational needs and staffing.

7 Career part time Firefighter II

Fully certified part time employees. These employees are only allowable to work 25 hours a week or less. They are scheduled on 9am-5pm day shifts. These employees have helped significantly but are limited to their schedules from their full-time department. Once full-time staff are hired these part time employees will be utilized to fill scheduled and unscheduled leave to keep overtime cost down.

7 Volunteer Firefighter I (In Town Volunteer)

State certified volunteer members. These members are not certified to provide full time service as an employee and can not receive an hourly rate of pay and therefore can not be scheduled for specific times. These members live in town and are the departments main source for fire suppression on most days. These members are out of town a lot and therefore leaves a huge gap in fire protection. In recent years there have been days there were no volunteer members in town and therefore left the citizens without protection.

3 "Support" volunteer members

These members are not state certified in FFI or FFII and are awaiting training. These members are allowed to run calls with certified members for training purposes but are not certified and therefore cannot be counted and personnel for fire suppression.

2 Reserve Firefighter I members

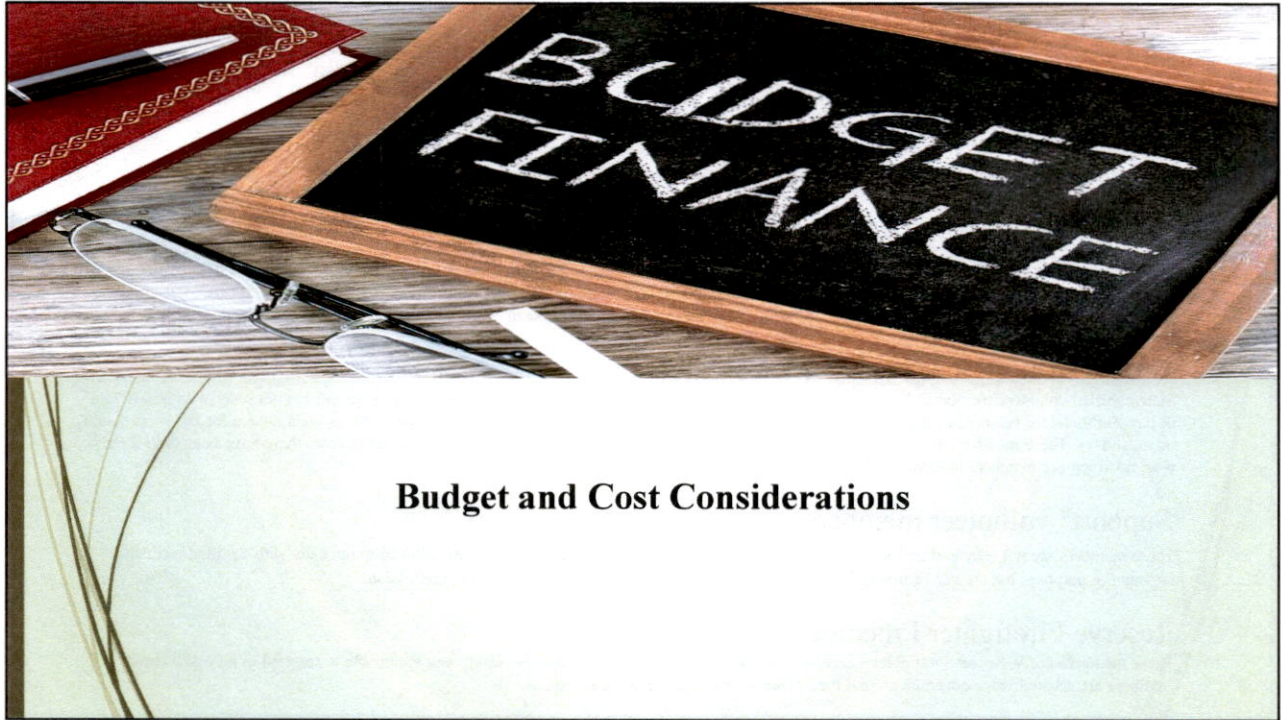
These members are Volunteer Firefighter I certified members who do not live in close proximity and are unable to respond to all calls. These members are scheduled for coverage around their other obligations and work schedules.

21

Immediate Objectives

- Begin the hiring of full-time firefighters and officers to build out the organizational chart to ensure 24 hours a day 7 days a week fire suppression coverage.
- One staffed Engine Company 24/7/365 with a Captain and Firefighter to handle all initial calls for service subsidized by volunteer firefighters for additional personnel and apparatus for major calls.
- Ensure and strengthen our Automatic Aid agreement with PCFR, Frostproof Fire Department, Bartow Fire Department as well as continued development of a Mutual Aid agreement with Hardee County Fire Rescue.
- Continue to implement technology to facilitate reporting, record keeping, training and data collection.
- Constantly follow NFPA 1720 requirements and Florida Law to measure and compare personnel response counts, response times as well as equipment use and how we need to adjust staffing or services to meet the requirement and industry best practices.
- Budget appropriately to ensure cost effectiveness and proper capital outlay is developed to stay ahead of budgetary issues in the future.

22



Budget and Cost Considerations

23

Polk County Fire Rescue Services Proposal August 2020.			Fire Tax Fee Projection	611,105
Costs incurred to provide Service				
Personnel				
Position and number needed			Average Yearly Cost	Total Average Yearly Cost
Battalion Chief (3.25)			\$ 125,000	\$ 406,250
Captain (3.25)			110,000	357,500
Driver Engineer (3.25)			90,000	292,500
Firefighter (3.25)			70,000	227,500
Paramedic Firefighter (3.25)			80,000	260,000
EMT Firefighter (3.25)			70,000	227,500
				\$ 1,771,250
Administrative, Equipment, and Apparatus				
Equipment and Apparatus Amortization				\$ 100,000
Allocated Training Cost for Employees				26,667
Administration Costs - Command Staff, FM etc.				26,000
				\$ 152,667
				\$ 1,923,917
Est. Costs to provide Fire Service				
Fire Assessment Revenue 2020				
PCFR Fire Assessment Fee	\$285/Dwelling	\$ 611,105.00		
Cost for Service		\$ 1,923,917.00		
Cost to operate after Fire Assessment		\$ 1,312,812.00		

24

10/03/2023 BUDGET REPORT		2023-24 TENTATIVE JULY BUDGET		FY 2024 PROPOSED BUDGET	
GL NUMBER	DESCRIPTION				
Fund 103 - FIRE ASSESSMENT SPECIAL REVENUE FUND				103 FIRE ASSESSMENT FUND FIRE DEPARTMENT 522.00	
ESTIMATED REVENUES				REVENUE	
103-000.00-325.203	FIRE ASSESSMENT FEE REVENUE	400,000		103-000.00-325.203	Fire Assessment \$ 400,000.00
103-000.00-329.070	FIRE INSPECTION FEES	5,000		103-000.00-329.070	Fire Inspection Fee \$ 5,000.00
103-000.00-382.050	TRS FM MOBILE HOME PARK	213,000		TOTAL REVENUE	\$ 405,000.00
103-000.00-399.910	FUND BALANCE BROUGHT FORWARD	90,000			
	TOTAL ESTIMATED REVENUES	708,000		EXPENDITURES	
APPROPRIATIONS				103-522.00-500.120	Salaries and Wages \$ 440,370.00
103-522.00-500.120	SALARIES & WAGES	320,000			Overtime \$ 11,000.00
103-522.00-500.140	OVERTIME	11,000			Holiday \$ 10,771.00
103-522.00-500.210	FICA	25,322			Stipends \$ 35,520.00
103-522.00-500.220	RETIREMENT CONTRIBUTIONS	132,400			\$ 497,661.00
103-522.00-500.230	FLEX BENEFITS	41,272		103-522.00-500.210	FICA 7.65% \$ 38,071.00
103-522.00-500.240	WORKERS' COMPENSATION	20,000		103-522.00-500.220	Retirement Contributions 43.0% \$ 199,064.00
103-522.00-500.241	VFIS WORKERS COMP	3,285		103-522.00-500.230	Flex Benefits (Insurance) \$ 94,200.00
	Subtotal Personnel Cost	\$553,279.00		103-522.00-500.240	Workers' Comp 5.0% \$ 24,883.00
				103-522.00-500.241	VFIS Workers Comp 0.66% \$ 3,285.00
					Subtotal Personnel Costs \$ 857,164.00

35.5% Budget Savings (4 ½ Months)
Difference is Salary Cost \$303,885

25

10/03/2023 BUDGET REPORT		2023-24 TENTATIVE JULY BUDGET		FY 2024 PROPOSED BUDGET	
GL NUMBER	DESCRIPTION				
Fund 103 - FIRE ASSESSMENT SPECIAL REVENUE FUND				Budget Comparison Fiscal Year 23-24 & Fiscal Year 24-25	
ESTIMATED					
103-000.00-325.203	FIRE ASSESSMENT FEE REVENUE	\$ 400,000			
103-000.00-329.070	FIRE INSPECTION FEES	\$ 5,000			
103-000.00-382.050	TRS FM MOBILE HOME PARK	\$ 213,000			
	BALANCE BROUGHT	\$ 90,000			
		\$ 708,000			
			Needed	24-25 Incr	
103-522.00-500.120	SALARIES & WAGES	\$ 320,000	\$ 486,661	\$ 166,661	34.3%
103-522.00-500.120	OVERTIME	\$ 11,000	\$ 11,000	\$ -	0.0%
103-522.00-500.210	FICA (7.5%)	\$ 25,322	\$ 38,071	\$ 12,749	33.5%
103-522.00-500.220	RETIREMENT CONTRIBUTIONS (43%)	\$ 132,400	\$ 199,064	\$ 66,664	33.5%
103-522.00-500.230	FLEX BENEFITS	\$ 41,272	\$ 94,200	\$ 52,928	56.2%
103-522.00-500.240	WORKERS' COMPENSATION (5%)	\$ 20,000	\$ 24,883	\$ 4,883	19.6%
103-522.00-500.241	VFIS WORKERS COMP (66%)	\$ 3,285	\$ 3,285	\$ -	0.0%
103-522.00-500.310	PROFESSIONAL SERVICES	\$ 9,725	\$ 9,725	\$ -	0.0%
103-522.00-500.340	CONTRACT SERVICES	\$ 16,846	\$ 16,846	\$ -	0.0%
103-522.00-500.400	TRAVEL & PER DIEM	\$ 3,500	\$ 3,500	\$ -	0.0%
103-522.00-500.410	COMMUNICATIONS	\$ 14,000	\$ 14,000	\$ -	0.0%
103-522.00-500.411	POSTAGE	\$ 1,400	\$ 1,400	\$ -	0.0%
103-522.00-500.430	UTILITY SERVICES	\$ 9,500	\$ 9,500	\$ -	0.0%
103-522.00-500.440	RENTALS & LEASES	\$ 5,000	\$ 5,000	\$ -	0.0%
103-522.00-500.450	LIABILITY INSURANCE	\$ 15,000	\$ 15,000	\$ -	0.0%
103-522.00-500.462	EQUIP REPAIR & MAINT	\$ 5,000	\$ 5,000	\$ -	0.0%
103-522.00-500.464	SYSTEM/GROUNDS MAINTENANCE	\$ 1,100	\$ 1,100	\$ -	0.0%
103-522.00-500.465	FLEET MAINT-OPER EXP TRF	\$ 10,000	\$ 10,000	\$ -	0.0%
103-522.00-500.480	PROMOTIONAL ACTIVITIES	\$ 1,500	\$ 1,500	\$ -	0.0%
103-522.00-500.490	OTHER CURRENT CHARGES	\$ 450	\$ 450	\$ -	0.0%
103-522.00-500.492	EMPLOYEE AWARD/RECOGNITION	\$ 1,000	\$ 1,000	\$ -	0.0%
103-522.00-500.494	INTERNAL SERVICE CHARGES	\$ 40,000	\$ 40,000	\$ -	0.0%
103-522.00-500.520	OPERATING SUPPLIES	\$ 2,500	\$ 2,500	\$ -	0.0%
103-522.00-500.521	VEHICLE FUEL	\$ 8,200	\$ 8,200	\$ -	0.0%
103-522.00-500.540	BOOKS,PUBS & MEMBERSHIPS	\$ 4,000	\$ 4,000	\$ -	0.0%
103-522.00-500.541	TRAINING	\$ 6,000	\$ 6,000	\$ -	0.0%
	UNIFORMS (ARPA)	\$ 13,000	\$ 13,000	\$ -	0.0%
	Bunker Gear (ARPA)	\$ 24,000	\$ 24,000.00	\$ -	0.0%
	Hose/Appliances (ARP)	\$ 12,000	\$ 12,000.00	\$ -	0.0%
		\$ 708,000	\$ 1,060,885		
					\$ 303,885.00

Needed to meet ISO requirements FY 24/25

Increase for personnel in budget will need to be addressed to account for full year of personnel cost

OR

Contract with Polk County Fire Rescue for Services

26



**CITY OF FORT MEADE, FLORIDA
STAFF REPORT
FOR MEETING OF JANUARY 9, 2024
AGENDA ITEM 11-E**

SUBJECT:

Closure of library for PCLC 7th Annual Training Retreat on Friday, April 5, 2024.

BACKGROUND:

Polk County Library Cooperative (PCLC) has an annual training for the library staff for the 17 municipalities. The training will be held this year on April 5 at the Bartow Civic Center. It is requested that staff from all Polk County public libraries attend the training to gain insight on providing better customer service and understanding of trends and how the help libraries remain current.

FISCAL IMPACT/FUNDING SOURCE:

Usage of City Vehicle for 21-mile round trip.

RECOMMENDATION:

The library be closed on April 5, 2024, for the staff training retreat so all staff may attend.

MOTION: Move that the library close on April 5, 2024, for the PCLC Annual Training retreat held in Bartow, FL.

Fort Meade Public Library to Civic Cent... ✕



Options ▾

≡ **A** Fort Meade Public Library, 75 E Broadway St, For

≡ **B** Civic Center, 2250 S Floral Ave, Bartow, FL 3383C

+ Add destination

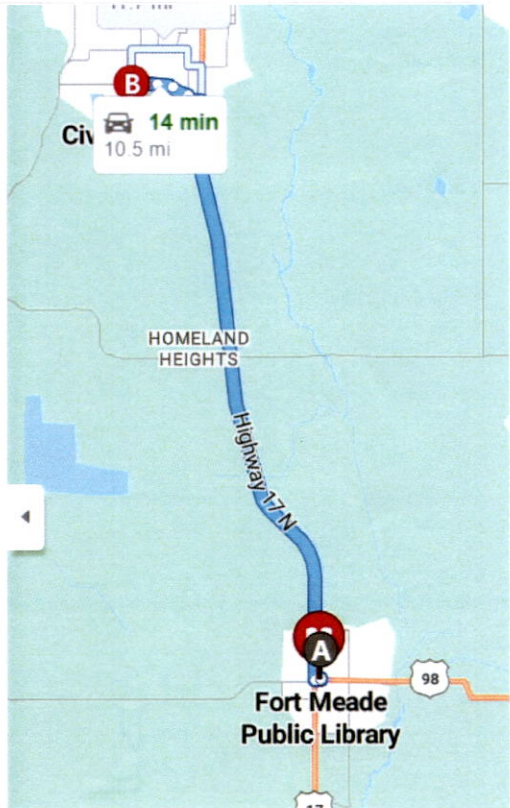
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 **10.5 miles**
Light traffic
Via US-17 N

14
min





**CITY OF FORT MEADE, FLORIDA
STAFF REPORT
FOR MEETING OF JANUARY 9, 2024
AGENDA ITEM 11-F**

SUBJECT:

Approval of change order 3 request modifications and 30-day time extension for SRF Phase 1 sewer improvements. -*Tommy King*,

BACKGROUND:

The contractor for the SRF Sewer Improvements Phase 1(Benchmark Construction INC.) is requesting change order for modification of manhole 3 and a total 50 days' time extension for substantial completion due to unforeseen circumstances.

The project engineers have examined and reviewed this request with staff and believe the change of order is warranted under current conditions.

FISCAL IMPACT/FUNDING SOURCE:

This is a budgeted capital improvement project being funded thru SRF. This change order will have a financial impact of \$6,400 that will be pulled from the SRF reserves for the modifications of Manhole 3.

RECOMMENDATION:

Approve the change order for the contract completion.

MOTION:

Approve the change order for manhole 3 modification and time extension to facilitate ongoing construction SRF Sewer improvements Phase 1.

Created/Initiated By: Tommy King, Water/Wastewater Director 1-5-2024

First Approval By: Jackie Cannon, Public Works Director

Final Approval By: Jan Bagnall, City Manager _____

CHANGE ORDER NO. 3

PROJECT: Part "A" SRF WW Sys Improvements, Part "B" Cherokee Ave. Lift Station Modifications

DATE OF ISSUANCE: January 5, 2024 EFFECTIVE DATE: Upon execution by Owner

OWNER: City of Fort Meade, Florida OWNER CONTRACT NO.: WW531121

CONTRACTOR: Benchmark Construction Co., Inc.

ENGINEER: Mittauer & Associates, Inc. ENGINEER'S PROJECT NO.: 1505-05-1

You are directed to make the following changes in the Contract Documents.

Description: Contract extension for the following conditions: (1) M-3 MH sewer relocation - 1 day, (2) M-6 Connection of unknown lateral - 7 days, (3) Edgewood connection of unknown lateral - 7 days, (4) Connection of unknown lateral - 1 day, (5) Delay due to unknown electrical lines - 4 days, (6) Not approved - 0 days, (7) Delay due to field conditions - 30 days. Cost adjustment for Nos. 1 & 4. Cost adjustments for Description changes shall be inclusive of this change order and no additional cost adjustment related to these changes listed will be accepted. Changes incorporated by way of this change order are only applicable to Part "A".

Reason for Change Order: Modifications due to the discovery of previously unknown conditions and/or field conditions.

Attachments: Benchmark Change Order request of July 24, 2023, MG Underground Change Order request of November 1, 2023, MG Underground "Change Order Request Log" handed out at the construction meeting of December 19, 2023 adding No. 7 which had not previously been requested.

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price	Original Contract Times
Part "A" SRF WW Sys. Imp. \$ <u>4,973,525.00</u>	Substantial Completion: <u>330 Days (9/19/23)</u>
Part "B" Cherokee Ave. LS Mod. \$ <u>315,000.00</u>	Ready for final payment: <u>365 Days (10/24/23)</u>
Total Contract Price \$ <u>5,288,525.00</u>	days or dates
Net changes from previous Change Orders No. <u>1</u> to No. <u>2</u>	Net changes from previous Change Orders No. <u>1</u> to No. <u>2</u>
Part "A" SRF WW Sys. Imp. \$ <u>17,423.88</u>	Substantial Completion: <u>133 Days</u>
Part "B" Cherokee Ave. LS Mod. \$ <u>0.00</u>	Ready for final payment: <u>133 Days</u>
Contract Price prior to this Change Order	Contract Times prior to this Change Order
Part "A" SRF WW Sys. Imp. \$ <u>4,990,948.88</u>	Substantial Completion: <u>463 Days (1/30/24)</u>
Part "B" Cherokee Ave. LS Imp. \$ <u>315,000.00</u>	Ready for final payment: <u>498 Days (3/5/24)</u>
	days or dates
Net Increase (Decrease) of this Change Order	Net Increase (Decrease) of this Change Order
Part "A" SRF WW Sys. Imp. \$ <u>6,400.00</u>	Substantial Completion: <u>50 Days</u>
Part "B" Cherokee Ave. LS Imp. \$ <u>0.00</u>	Ready for final payment: <u>50 Days</u>
Contract Price with all approved Change Orders	Contract Times with all approved Change Orders
Part "A" SRF WW Sys. Imp. \$ <u>4,997,348.88</u>	Substantial Completion: <u>513 Days (5/27/24)</u>
Part "B" Cherokee Ave. LS Imp. \$ <u>315,000.00</u>	Ready for final payment: <u>548 Days (7/1/24)</u>
Total Contract Price \$ <u>5,312,348.88</u>	days or dates

APPROVED:

ACCEPTED:

By: _____
Owner (Authorized Signature)

By: _____
Contractor (Authorized Signature)

Date: _____

Date: _____



Benchmark Construction Co., Inc.

General Construction Construction Management Engineering Services

City Office
3349 S. Kedzie Ave.
Chicago, IL 60623
(773) 247-0881

Suburban Office
2260 Southwind Blvd.
Bartlett, IL 60103
(630) 497-1700
(630) 497-1737 Fax

Change Order Request

Attention: Mittauer & Associates

07-24-2023

We would like to request a change order for the modifications to Manhole 3 per the revised set of plans, and to manhole 8 per our discussions with the city. The price will be \$3,200 each and we are requesting 1 day each.

Thank you.

Mittauer & Associates Signature _____

Date _____

Benchmark Construction Signature _____

Date _____



UNDERGROUND

MG Underground, LLC

Corporate Office & Mailing
509 Pool Branch Rd, Fort Meade FL, 33841
P (863) 606-6032 – F (863) 606-6033

To: Mittauer & Associates, Inc.

Date: 11/1/23

Project Location: Fort Meade SRF Wastewater System Improvements,
Phase 1

Regarding: Additional Day Requests

- The location of the existing Manhole M-3 was moved from the west side of Edgewood Circle to the east side of Edgewood circle. Due to the planning and executing of this change, we are requesting 3 additional days.
- There was an unknown 8" lateral located north of Manhole M-6 this required us to set aside time to find, plan, bypass, and then reconnect. We are requesting 7 additional days for this work.
- There was an unknown 8" lateral located north of Manhole M-4 to Manhole M-5 this required us to set aside time to find, plan, bypass, and then reconnect. We are requesting 7 additional days for this work.
- There was an unknown 4" lateral located north of Manhole M-8 this required us to set aside time to find, plan, bypass, and then reconnect. We are requesting 3 additional days for this work.
- Due to buried powerlines in-between Manhole M-7 to Manhole M-8 this slowed production down. We are requesting 4 additional days for this unknown factor.
- Due to the unsuitable soils located between Manhole M-4 and Manhole M-5. We had to bring in suitable soil to replace it with. This caused slower production in the area than anticipated. We are requesting an additional 2 days for this factor.

Best Regards,

Noah Adams

Project Manager
noaha@mgundergroundllc.com



UNDERGROUND

Fort Meade SRF Change Order Request Log

Number	Location	Days Requested	Description	Reasoning
1	Manhole M-3	3	Location Change of Manhole M-3	Existing manhole M-3 is located on west side of edgewood circle and we moved the new location to the east side of edgewood circle.
2	Manhole M-6	7	Unknown Lateral	Unknown 8" lateral to the north of Manhole M-6, Requesting 7 days for the time required to find, plan, bypass, and re-connecting.
3	Manhole M-4 to M-5	7	Unknown Lateral	Unknown 8" lateral to the north in the middle of the run from Manhole M-4 to M-5, Requesting 7 days for the time required to find, plan, bypass, and re-connecting.
4	Manhole M-8	3	Unknown Lateral	Unknown 4" lateral to the north of Manhole M-8, Requesting 3 days for the time required to find, plan, bypass, and re-connecting.
5	Manhole M-7 to M-8	4	Powerline Conflict	The power lines were buried and unable to be marked so we continuously were hitting them, this slowed production for 4 days.
6	Manhole M-4 to M-5	2	Soil Cconflict	Unsuitable Soils in ths area caused for soil to be brought in also 2 days of slowing production
7	Manhole M-13 to M-21	11/9 to 12/19 So 41 days	Water Line	Waiting on city to install water line

RECEIVED
 DEC. 19 2022
 MITTAUER & ASSOC., INC.



**CITY OF FORT MEADE, FLORIDA
STAFF REPORT
FOR COMMISSION MEETING OF JANUARY 9, 2024
AGENDA ITEM 11-G**

SUBJECT:

Grants/ Outside funding update

BACKGROUND:

The attached list of outside funding is the most to date listing of awarded, pending and proposed "outside funds" expected by staff. Regardless of year, outside funding has very cumbersome administrative work during pre- application, pre-award and post award. Once agreements are executed, then compliance and assurances kick-in.

Not a single funding source provided advance reimbursement and we do not budget a grant until we have the executed agreement prior to budget time. Budget adjustments at end of year are carried should funding come during any given fiscal year.

We consider any outside funding a gift to the City and count on every penny to be received. When we are not successful in results from any specific funding source, we reapply and sometimes apply for the same project within as many funding sources as possible. Eventually we get it. The needs of the City are many and the amount computed will never arrive at once. It's a good start to have these many current and potential projects on the horizon to increase efficiencies, public safety and prevention of detrimental environmental issues .

FISCAL IMPACT/FUNDING SOURCE:

Variable based on Federal, State and local financial conditions.

RECOMMENDATION:

Discussion item

Created/Initiated By: Maria Sutherland, Asst. City Manager MS

#	Amount		Type/Location/ City portion	Agreement Due/Awarded	Status	Add'l notes
1	\$ 200,000	DEP 100%	FRDAP Patterson Park	2024 Funded NTP and executed agreement not given back yet	NEW Awarded July 2023 by FDEP - waiting for executed agreement/ no \$ spent yet	Park Development
2	\$ 200,000	DEP 100%	FRDAP Peace River Park	waiting for results Jan 2025	Will know if approved by Feb 2024	Park Development
3	\$ 785,000	DEP Office/SLFRF 100%	Sewer to American Legion park	Pre-app approved 2023	NEW AWARD/ Pending Engineering Services Agreement and agreement between American Legion Post #23 & City; Includes the construction of a gravity sewer collection system for approximately 20 units on American Legion Post #23 property for 8.8 acres swap for Patterson Park expansion/ HWY frontage.	Park Development + Sewer
4	\$ 5,000,000	DEO/CDBG Office 100%	CDBG-CV Broadband South side area	Awarded 2021 No NTP yet- waiting for enviro approval and ISP ruling	Still no agreement but expected 23-24. No drawdowns yet since agreement not returned yet	Broadband
5	\$4,000,000	Broadband office	3+ acres lot on Broadway, next to MHP	Wait until Dec 24 for results of award	NEW pending. Add 1G to center of City/ multipurpose building/ hurricane shelter / event space/ office incubator/telemedicine booths, library/ computer labs/CarrerSource office.	Broadband

6	\$ 750,000	CDBG + City	CDBG- CR/Main St & MLK	Awarded 2019	OLD In Design & Permitting Phase, need easements from private property owners for state approval to proceed with construction bid advertisement. Extended by DEO. Combining with NEW RIF grant for stormwater to help offset costs on CDBG. The advertising, bid and construction dates will be dependent on the RIF grant. Plan to allow 9 months for construction due to the level of complication expected from working in a location that may have extensive unknown conditions to deal with, and for materials delays.	Sidewalk repair and beautification- Combined project under 3 funds CDBG \$750,000 + RIF stormwater \$969,900 + CRA + Bond \$1.4
7	1.4 M	CRA 100%	CRA Bond + future revenues	ongoing per budget	Finish Main Street/ add to MLK	Combined with #4
8	\$ 969,900	RIF 50% leverage CDBG	Stormwater improvements for downtown Main Street associated with the CDBG grant.	awarded/ 2024 contract not executed yet.	NEW AWARD. To reduce flooding and improve stormwater management to retain jobs and draw new business to area. Need road dedication agreement with County to coordinate road and street resurfacing and scope of work. Need easements from Main Street building owners 10/26/23: Awarded pending agreement 23-24	Combined with #4

9	\$ 600,000	DEO/CRA/CITY	\$20,000 City share	Disaster/Multi city project/ will come to commission for discussion / presentation. 2024	Multi City proposed corridor study will have a flood mitigation/stormwater management component, identify transportation corridors of significance, address economic development, and identify underutilized parcels, which aligns with the Disaster NOFO.	Will include concepts found in a transportation study
10	\$ 3,133,841	ARPA 100%	ARPA funds	awarded, 2 installments \$1,566,920.50	These funds have been used for multiple projects for infrastructure, to include water tower, sewer, 2 fire trucks, parks, and vehicles. Discretionary Commission infrastructure funds	Multi-Department
11	\$ 200,000	Legislative approval	Equestrian Park Study and Design/ Original request \$250,000	county funded \$200,000 // 2023	NEW Appropriation failed but County allocated \$200K for portion of city expenseon design.	General
12	\$ 1,000,000	Legislative approval	Streets and Sidewalks	Approved / Waiting for NTP 2024	NEW These funds will be used to fix, repave, repair streets around city. Managed with FDOT- in process of admin development/ awaiting engineer procurement	Streets
13	\$ 1,400,000	FDOT	Bridge electric low interest loan.	Contracted 2023	NEW Target to ask forgiveness upon completion of bridge.	Active construction
14	\$ 1,499,165	HMGP 75/25	\$ 374,791.25	Re-apply	NEW application- Watershed Management Plan- Hendry Ave	
15	\$ 78,500	HMGP 75/25	\$ 19,625.00	Re-apply	NEW application- City Hall Generator	
16	\$ 57,500	HMGP 75/25	\$ 14,375.00	Re-apply	NEW application- Sheriff building generator	
17	\$ 1,761,900	HMGP 75/25	\$ 440,475.00	Re-apply	NEW application- Stormwater retention area - NW Langford Ave	

18	\$ 150,000	HMGP 75/25	\$ 37,500.00	Re-apply	NEW application- Stormwater feasibility study - 4th & 5th St	Mitigation/ Utility
19	\$ 111,000	HMGP 75/25	\$ 27,750.00	Re-apply	NEW application- Waterplant generator	
20	\$ 57,500	HMGP 75/25	\$ 14,375.00	Re-apply	NEW application- Waterwell generator	
21	\$ 78,486	HMGP 75/25	\$ 19,621.50	Re-apply	NEW application- Sewer system inflow manhole guard installation	
22	\$ 1,251,000	HMGP 75/25	\$ 312,750.00	Re-apply	NEW application- Rehab 143 failing/poor condition manholes	
23	\$ 15,500	HMGP 75/25	\$ 3,875.00	Re-apply	NEW application- Effluent pump 3 repair	
24	\$3,250,000	SAHFI/ Drinking Water	RFI submitted 12/23		NEW To be placed on Priority List	Utility
25	\$6,130,000	SAHFI/ Sewer	RFI submitted 12/23		NEW To be placed on Priority List	Utility
26	\$ 5,400,000	FDEP/ SRF	\$4.32 M forgivable loan Sewer		Sewer backbone from 9th & Lanier to SE 1st and then to Sewer plant. Combined with DEO \$6.125 M for sewer. Cherokee Avenue Lift Station Improvements and FM Rerouting	Utility
27	\$ 6,125,000	CDBG/MIT 100% "DeSantis"	Sewer	awarded 2022	SS Sewer in conjunction with SRF Mainline will refurbish 40% of Southside sewer system. Includes the replacement of approximately 12,000 LF of gravity sewer and 60 manholes. DEO instructed City to readvertise for Engineering and Grant Administration services. Currently pending Engineering and Grant Admin selection June 20. Pending Engineering Services Agreement	Utility
28	\$ 1,671	CARES 100%	Equipment for library services	Completed 2023	10 Verizon Wireless Hotspots and some usage costs	Completed

29	\$ 48,500	ARPA 100%	Equipment for library services	Completed 2023	ending vending machine located at Activity Center, materials for the machine and a bookdrop.	Completed	
30	\$ 10,200	ECF/COVID	Equipment for library services	Completed 2023	Emergency connectivity fund	Completed	
31	\$ 1,000,000.00	3rd Fire engine purchase	Approved/In Process	Originally ARPA was to pay for this and instead ARPA paid for trucks #1 & #2. Re-tooling these funds 100% use for 3rd truck	NEW State fiscal year 23/24 July 1,2023-June 31, 2024	FIRE	
32	\$ 750,000.00	Fire station project	Approved/In Process	Can currently only be used for NEW construction. Awarded, have 5 years to complete. Will revert to new legislative appropriation for \$3M	NEW 5 years	FIRE	
33	\$ 2,492.00	Cancer Decon Equipment (particulate protective hoods and firefighter gloves) 75%/25%	Approved/In Process	Awarded and accepted implementing now	NEW 1 calendar year	FIRE	
34	\$ 53,112.00	SCBA (Self Conatined Breathing Apparatus) Purchase 100%	Approved/In Process	Awarded and accepted implementing now	NEW 1 calendar year	FIRE	
35	\$ 25,939.00	Bunker gear/fire hose replacement 100%	Approved/In Process	Bunker gear ordered and delivered.	NEW 1 calender year-- COMPLETE	FIRE	
36	\$ 11,990,000.00	Legislative appropriations	See items "A" through ""J"	Ten appropriation submittals. Some duplicate projects based on possible failures in other grants. And vice-versa	Actual funding unknown at this time/ typically partially funded 2 or 3 projects. We should know sometime 2024 and listing will be updating then	General	
	\$ 58,086,206	Total outside grants, appropriations plus internal set-asides /leverage for needed funding. Not all requests come true in the year applied. Some take 2-3 years to reach NTP, 1 yr for construction and closeout. We have several outside funding sources that were applied in 2019 that have not been finalized by State. These are included in this list to account for the work load prior to actual award and post award compliance.					

PROJECT BUDGET DETAIL

Grantee Name: City of Fort Meade

Project Name: Patterson Park Phase II

Project Type (circle one): Acquisition Small Development Large Development Trail Construction

Grant Award: 200,000.00 Match Amount: 0.0 Project Cost: 200,000.00

Project Element	Type (Primary or Support and New or Renovation)	Cost to be Paid with Grant Funds	Cost to be Paid with Grant Match
Picnic Shelter	Qty 5 @ \$2,400 ea	12,000	0.0
Nature Trail	15,000	15,000	0.0
Playground Kid Climber	11,000	11,000	0.0
Fishing Pier	38,265	38,265	0.0
Overlook	40,000	40,000	0.0
Large Culture Pavilion	76,100	76,100	0.0
Gazebo Rehab	3,200	3,200	0.0
Restroom Renovation/exterior	3,100	3,100	0.0
Sidewalk connection	1,335	1,335	0.0

Please confirm by checking the applicable boxes below and reply to this email. We ask that you submit the confirmation as soon as possible, but no later than Friday, September 1, 2023.

Please check this box if this will be a retroactive project. Retroactive projects are eligible for reimbursement if project costs have occurred within one (1) year prior to the approval of funding by the Governor or June 15, 2022. Costs submitted prior to June 15, 2022 will not be reimbursed.

Please check this box if you will have pre-agreement expenses. Pre-agreement expenses are project costs incurred on or after July 1, 2023, **before the grant agreement has been fully executed.**

I confirm the information provided is correct.

Maria Sutherland

Signature

1. Reviewed by State 1/30/23
 2. Awarded 7/25/03
 3. To be signed by state soon

Maria Sutherland

First & Last Name

Assistant City Manager

Title

09 / 22 / 23

Date

8 W Broadway, P.O. Box 856, Fort Meade, FL 33840

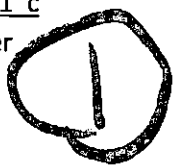
Mailing Address

msutherland@cityoffortmeade.com

E-Mail Address

863-381-2311

Phone Number



Financial Information

Grant Match Ratios: (Based on the grant cap of \$200,000)

Project Cost	State Share	Grantee Share
\$50,000 or less	100%	0%
\$50,001 to \$150,000	75%	25%
\$150,001 up to \$400,000	50%	50%

Project Cost = State Share + Grantee Share

Refer to Chapter 62D-5.055(4), F.A.C. for complete information on match requirements and match types. The Total Project Cost (Line F) must equal the grant request (Line A) plus the total local match (Line E). This figure (Line F) should not total more than \$400,000 for the purpose of this application.

A. FRDAP Funds Requested (State Share) Line A
\$200,000.00

B. Local Funds Available: (Grantee Share)
\$0.00

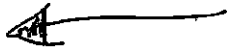
C. In-Kind: Line C
\$0.00

D. Land Value: Line D
\$0.00

If property is developed, land value CANNOT be used as a match.

E. Total Local Match: Line E (Sum of lines B, C and D)
\$0.00

F. Total Cost of Proposed Project
\$200,000.00



Sum of Lines A and E (Should not total more than \$400,000)

1. Should know by feb 1st if success
 2. Award would come late Aug '24
 3. Executed agreements by Jan 2025

(If approved for REDI Match Waiver, fill out REDI Waiver Forms at located under FRDAP Administrative Forms at

<https://floridadep.gov/ooo/land-and-recreation-grants/content/florida-recreation-development-assistance-program> (<https://floridadep.gov/ooo/land-and-recreation-grants/content/florida-recreation-development-assistance-program>)

Submitting REDI Waiver?

You will upload all exhibits in the "Exhibit Upload" section before submitting your application for consideration. The

[linked table // grants/s/frdap-exhibit-table](#) indicates what exhibits are required to be included in your application.

Status
Submitted

Exhibits Uploaded

Name	Type
Exhibit_O	PDF
Exhibit_K	PDF
Exhibit_P	PDF
Exhibit_A	PDF
Exhibit_B	PDF
Exhibit_C_3	PDF
Exhibit_D	PDF
Exhibit_L	PDF
Exhibit_C_1	PDF
Exhibit_C_2	PDF
Exhibit_G	PDF
Exhibit_M	PDF
Exhibit_H	PDF
Exhibit_N	PDF



Attachment A – Project Narrative and Deliverables

1. **PROJECT NARRATIVE:** The City of Fort Meade, Florida (Recipient) has been selected to participate in the Small Cities CDBG Program. The City will use the \$700,000 of CDBG Commercial Revitalization funds to construct improvements in its commercial district. The funded activities will result in the construction 520 square feet of sidewalk and the installation of decorative planters, streetlights, accent lights, and one fire hydrant. The Recipient has committed \$50,000 in Commercial Redevelopment Agency Tax Increment Funds as leverage for this project. The funded activities will benefit all 6,657 of the City's residents, of which 6,067 (or 91.14%) are considered to be Low-to-Moderate Income (LMI); thus, the HUD LMI National Objective requirements are satisfied.

Service Area 1 - Broadway Street West - The funded activities will include:

03L Sidewalks and Pedestrian Malls – The City will construct the following improvements:

- Install 520 square feet of sidewalk pavers between Charleston Avenue/US Highway 17 and Tecumseh Avenue North
- Install six decorative planters to include irrigation and timers to the north side of Broadway Street West between Charleston Avenue/US Highway 17 and Tecumseh Avenue North
- Install four decorative planters to include irrigation and timers to the south side of Broadway Street East between Charleston Avenue/US Highway 17 and Tecumseh Avenue North
- Install nine overhead electrical lights on Broadway Street West between Charleston Avenue/US Highway 17 and Tecumseh Avenue North
- Install 18 accent electrical lights on Broadway Street West between Charleston Avenue/US Highway 17 and Tecumseh Avenue North

Service Area 2 - Dr. Martin Luther King Street – The funded activities will include:

03L Sidewalks and Pedestrian Malls – The City will construct the following improvements:

- Install three decorative planters to include irrigation and timers to the north and south side of Dr. Martin Luther King Street West between Charleston Avenue/US Highway 17 and Seminole Avenue South
- Install four accent electrical lights on Dr. Martin Luther King Street West between Charleston Avenue/US Highway 17 and Seminole Avenue South

03J – Fire Hydrants – The City will construct the following improvements:

- Install one fire hydrant on Dr. Martin Luther King Street West on the Southwest corner near the intersection of Dr. Martin Luther King Street and Seminole Avenue South.

Project Implementation Deliverable

Tasks that are eligible for reimbursement under the Project Implementation Deliverable are as follows:

- Paid application preparation costs,
- Develop policies for the Recipient to adopt related to special conditions listed in this subgrant agreement,
- Prepared list of minority and women business enterprise (MBE/WBE) firms that operate in the Recipient's area,
- Conducted activities related to the HUD-required environmental review,
- Prepared public notices for publication,
- Submitted public notices for publication,
- Maintained financial records related to project activities on-site,
- Conducted a Fair Housing activity,
- Attended prebid conference, bid opening or preconstruction meeting,
- Reviewed contractor payrolls and interview employees to determine compliance with the Davis-Bacon Act, the Contract Work Hours and Safety Standards Act, and the Copeland "Anti-kickback" Act,

④

Attachment A – Project Narrative and Deliverables

- Maintained client files,
- Attended meetings of the Recipient's local governing body to provide progress reports on subgrant activities,
- Prepared documentation for and attend on-site monitoring visits by DEO,
- Prepared requests for funds for submission by the Recipient's authorized employee,
- Prepared subgrant modification documents for the Recipient to submit to DEO,
- Prepared the Administrative Closeout Report for submission by the Recipient,
- Prepare and submit detailed quarterly progress report, Section 3 or MBE/WBE report to DEO,
- Responded to citizen complaints,
- Prepared responses to monitoring findings and concerns for Recipient to submit to DEO or HUD,
- Paid advertising costs of public notices and invitations to bid,
- Paid permit fees,
- Paid legal fees,
- Paid invoices for environmental review activities other than advertising,
- Paid CDBG portion of required audit,
- Submitted requests for funds to DEO,
- Prepared subgrant modification documents, and
- Prepared the Administrative Closeout Report.

2. **RECIPIENT RESPONSIBILITIES:** The Recipient shall timely perform the Deliverables and Tasks described in Attachment A – Project Narrative and Deliverables, and in doing so, the Recipient shall comply with all the terms and conditions of this Agreement. The Recipient shall agree to a written budget (“Project Detail Budget”), subject to the approval of DEO and in conformity with the current example attached hereto as Attachment B. The Project Detail Budget must identify the maximum reimbursement allowed for the Deliverables and Tasks described in Attachment A. The Recipient shall also agree to and shall timely perform the activities as specified within an Activity Work Plan, subject to the approval of DEO and in conformity with the current example attached hereto as Attachment C. The Project Budget Detail and the Activity Work Plan may be modified by the unilateral determination of DEO or by mutual consent of the Parties.

3. **DEO RESPONSIBILITIES:** DEO shall receive and review the Deliverables and, upon DEO's acceptance of the Deliverables and receipt of the Recipient's pertinent invoices in compliance with the invoice procedures of this Agreement, DEO shall process payment to the Recipient in accordance with the terms and conditions of this Agreement.

Attachment A – Project Narrative and Deliverables

4. **DELIVERABLES:** Recipient agrees to provide the following services as specified:

Deliverable No. 1	Minimum Level of Service (to submit for request for payment)	Financial Consequences
<p>Project Implementation The Recipient shall complete eligible Project Implementation tasks as detailed in Section 1 of Attachment A – Project Narrative.</p>	<p>The Recipient shall be reimbursed upon completion of a minimum of one Project Implementation task on a per completed task basis as detailed in Section 1, Attachment A – Project Narrative. The Recipient's completion of tasks shall be evidenced by invoice(s) noting completed tasks as well as payroll and other supporting documentation, as applicable.</p>	<p>Failure to perform the Minimum Level of Service shall result in nonpayment for this deliverable for each payment request.</p>
Deliverable No 2.	Minimum Level of Service (to submit for request for payment)	Financial Consequences
<p>Construction The Recipient shall complete Infrastructure Construction as detailed in Section 1 of Attachment A – Project Narrative.</p>	<p>Following a draw for mobilization*, the Recipient shall be reimbursed upon completion of a minimum of 10 percent (10%) of overall project as detailed in Section 1, Attachment A – Project Narrative. As evidence of percentage completed, the Recipient shall provide AIA forms G702/G703 or similar DEO-approved industry-standard forms, signed by the contractor and certified by the engineer performing inspection services for the project, documenting the costs for which reimbursement is being requested, and noting overall percent completion of the project.</p> <p>* Mobilization refers to a contractor's mobilization of equipment, materials and barriers to the work site(s).</p>	<p>Failure to perform the Minimum Level of Service shall result in nonpayment for this deliverable for each payment request.</p>
TOTAL AWARD NOT TO EXCEED \$700,000.00		

MULTI-PURPOSE FACILITY GRANT OVERVIEW



The City of Fort Meade completed a \$4M grant application in October 2023 from the state Broadband office for a new Multi-Purpose Facility. The City owns 3.28 undeveloped acres that would accommodate a new building to provide services for work, classrooms, training, telemedicine, computer lab, social services and economic development via business incubators. The building will be designed for those entrepreneurs wanting a space to meet potential clients to conduct business and for students seeking a space with uninterrupted Wi-Fi.

The facility would be equipped with office technology and have free 1G Wi-Fi for the entire community. The installation of 1G fiber from an existing broadband backbone in the city will provide proximity to other residential and business entities to enhance their own needs. We also intend to relocate our library services to this new proposed building since the current library is aged with constant infrastructure repairs.

Career Source Polk has agreed to partner with the City of Fort Meade, have a location in Southern Polk to address the needs of the residents in this area. This layout would also provide office space for Career Source intake for community needs related to their programs and benefits. In addition to the above, a portion of the building will accommodate community space for large events with capacity for 192 people comfortably seated. The building will also serve as a hurricane shelter for 162 people and long-term accommodating 81 people. Part of the design of the classrooms for Career Source will be partitioned to accommodate more space for events of varied sizes. A kitchen will be part of the floor plan.

We are working under the assumption that building costs will be \$3.25M at \$250 per sq ft for a total of 13,000 sq ft. The balance of \$750K is budgeted for furnishings and equipment costs. The total cost is \$4M.

Because our current library is a department of the City- we will financially sustain the new building with existing staff composed of three full-time library employees including the Director of Information Services for the City. We are part of the Polk County Library Consortium, and we have an active Library Board that volunteers. With the relocation of the library, we bring a recurring budget that covers insurance, grounds maintenance and janitorial and other city services. The library will continue to provide ancillary services such as children's reading programs in English and Spanish, book clubs, chess clubs, gardening, stargazing and pretty much what the community asks for. Our goal is to have a place that allows our youth to participate in an environment that would have reliable broadband in a business-casual setting. Library staff will manage the day-to-day operation of the facility and work as appointment makers as needed for Career Source and telemedicine appointments.

Overall, this project would meet the needs of the Fort Meade community and surrounding area by providing a center that currently does not exist either in whole or cumulatively. Since staffing is ready and funded- this project would hit the ground running upon completion.

We won't know until December 2024 if we are to be considered for this project. We do know we scored sufficiently to be competitive. Only one other entity in Polk County applied for the same grant.



Project Description

The City of Fort Meade Streetscape project includes stormwater management and aesthetic improvements in the historic downtown commercial corridor and an additional nearby street with the construction of stormwater management features including stormwater curb inlets, stormwater catch basins, and associated stormwater piping, to reduce flooding and ponding and improve stormwater management in the downtown area. Other improvements include traffic calming and much needed pedestrian safety features including streetlighting and crosswalks, paid for by other funding. Also included are enhancements of architectural features with planter renovations to promote tourism and commercial revitalization, and the replacement of a fire hydrant, for a total project cost of \$1,939,800. This project is partially funded with a Community Development Block Grant (CDBG) to the City of Fort Meade in the amount of \$700,000 for crosswalks, lighting, planters, and fire hydrant plus a cost share from the City. A 50% cost share matching contribution to the Rural Infrastructure Fund grant in the amount of \$969,800 is requested to construct stormwater improvements.

1. The stormwater improvements are needed to renovate the existing stormwater drainage in the downtown commercial corridor. Portions of the existing stormwater system are approximately 100 years old. The stormwater piping and curb inlets are collapsing and becoming obstructed causing increased stormwater backup into the streets and sidewalks. The renovations are needed to restore the function of the stormwater system to an adequate level of service.
2. The City is in receipt of DEO CDBG grant funding in the amount of \$700,000 for streetscape improvements. The CDBG funding will be fully attributed to the streetscape work as defined in the DEO CDBG Grant Work Plan which includes improvement of sidewalks, planters and streetlighting in the pedestrian mall, and fire protection. The stormwater management scope of work is entirely outside of the DEO CDBG scope of work and is not included in the activities as defined by the CDBG grant agreement.
3. With the stormwater improvements and the streetscape improvements being collocated in the same working footprint, the construction of each will have a direct and significant impact on each other. Therefore, the City of Fort Meade is attempting to conduct the work at the same time, as a single project with a single general contractor, eliminating the challenges and costs normally associated with multiple contractors working in the same project location. Additionally, should each project be performed separately, each would have to partially demolish the others completed work to perform their separate improvements, which would add significant cost to the City.
4. The City of Fort Meade is requesting funding for 50% of the total project cost of \$1,939,800, for a total Rural Infrastructure Fund grant amount of ~~\$969,900~~. The City of Fort Meade will provide a 50% matching cost share from CDBG funding of \$544,600 and City Cost funding in the amount of \$425,300.





**POLK COUNTY
LOCAL MITIGATION STRATEGY WORKING GROUP
HAZARD MITIGATION NEW PROJECT/PROGRAM WORKSHEET**

This form nominates facilities or projects for consideration by the Polk County Local Mitigation Strategy Working Group for inclusion in the LMS Mitigation Initiatives List. The form may only address one facility or project. This form is for one-time projects, not for on-going projects.

Instructions: Please complete all questions in a complete, concise manner. To check a box, double click on the appropriate box and select "checked" under the default value in the pop-up box. To write in a gray box, double click on the box and write text in the pop-up box.

Applicant Information:

- Date of Application: 03/09/2023
- Name of Person Completing Form: Maria Sutherland
- Title: Assistant City Manager
- Employer: City of Fort Meade
- Address: 8 West Broadway
- Telephone 863-285-1100
- Email: msutherland@cityoffortmeade.com

*Back-up grant
to appropriation
or re-apply
if neither are
funded*

Project/Program Information:

- Project/Program Name (or name of facility):
- Entities Impacted by Project:
- Facilities:
 - Physical Address:
 - Facility Owner:
 - What sector owns the facility:
 - Municipal
 - County
 - State
 - Federal
 - Special District
 - Non-Profit
 - Private

**75% Project Cost: 25% Match: Total Project Cost: 1,499,165.00
(See attached probable costs)**

Project Description/Narrative:

Stormwater improvements in the South Hendry Ave area will focus on upgrading the stormwater conveyance system to improve FPLOS while incorporating swales to capture and infiltrate stormwater to reduce the contribution of nutrients to the downstream waterbodies.

14



**POLK COUNTY
LOCAL MITIGATION STRATEGY WORKING GROUP
HAZARD MITIGATION NEW PROJECT/PROGRAM WORKSHEET**

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Applicant Information:

- Date of Application: 03/09/2023
- Name of Person Completing Form: Maria Sutherland
- Title :Assistant City Manager
- Employer: City of Fort Meade
- Address: 8 West Broadway
- Telephone 863-285-1100
- Email: msutherland@cityoffortmeade.com

Project/Program Information:

- Project/Program Name (or name of facility): Storm water Retention area
- Entities Impacted by Project: City operations, City wide residents
- Facilities:
 - Physical Address: NW Langford Ave
 - Facility Owner: City Of Fort Meade
 - What sector owns the facility:
 - Municipal
 - County
 - State
 - Federal
 - Special District
 - Non-Profit
 - Private

75% Project Cost: 25% Match: Total Project Cost: 1,761,900
(see attached Probable Cost)

Project Description/Narrative:

Stormwater improvements in the Downtown Improvement Area are primarily focused on capturing and infiltrating stormwater to reduce the contribution of nutrients to the downstream waterbodies while upgrading the stormwater conveyance system to improve the FPLOS.

17



**POLK COUNTY
LOCAL MITIGATION STRATEGY WORKING GROUP
HAZARD MITIGATION NEW PROJECT/PROGRAM WORKSHEET**

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Applicant Information:

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- Name of Person Completing Form: Maria Sutherland
- Title: Assistant City Manager
- Employer: City of Fort Meade
- Address: 8 West Broadway
- Telephone 863-285-1100
- Email: msutherland@cityoffortmeade.com

Project/Program Information:

- Project/Program Name: Stormwater 4th & 5th St Feasibility Study
- Entities Impacted by Project: City of Fort Meade
- Facilities:
 - Physical Address: 400-500 block of NE 4th & 5th street
 - Facility Owner: City of Fort Meade
 - What sector owns the facility:
 - Municipal
 - County
 - State
 - Federal
 - Special District
 - Non-Profit
 - Private

75% Project Cost: 25% Match: Total Project Cost: \$150,000

Project Description/Narrative:

This is a feasibility study for approximately 3,871 feet of pipe for ten inlets and six manholes to control street flooding where the existing sized pipes and open ditches in the 400 & 500 block of NE 4th & 5th Street are inadequate. This area suffers of flooding and stagnant water after rain events. Area streets are submerged with standing water in residential yards. The study would allow for improved re-direction of water flow with flood proofing infrastructure.

18



**POLK COUNTY
LOCAL MITIGATION STRATEGY WORKING GROUP
HAZARD MITIGATION NEW PROJECT/PROGRAM WORKSHEET**

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- Name of Person Completing Form: Maria Sutherland
- Title: Assistant City Manager
- Employer: City of Fort Meade
- Address: 8 West Broadway
- Telephone 863-285-1100
- Email: msutherland@cityoffortmeade.com

Project/Program Information:

- Project/Program Name (or name of facility): SS Inflow manhole guard installation
- Entities Impacted by Project:
- Facilities:
 - Physical Address: Various
 - Facility Owner: City of Fort Meade
 - What sector owns the facility:
 - Municipal
 - County
 - State
 - Federal
 - Special District
 - Non-Profit
 - Private

75% Project Cost:\$58864.50 25% Match:\$19621.50 Total Project Cost: \$78486.00

Project Description/Narrative:

Eliminates inflow from runoff during flooding and storm events. City gravity sewer system was heavily impacted during most recent Hurricane Ian event. Inflow basin guards will greatly reduce possibility of SSO into impaired Peace River near the city WWTP.

21



**POLK COUNTY
LOCAL MITIGATION STRATEGY WORKING GROUP
HAZARD MITIGATION NEW PROJECT/PROGRAM WORKSHEET**

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- Name of Person Completing Form: Maria Sutherland
- Title: Assistant City Manager
- Employer: City of Fort Meade
- Address: 8 West Broadway
- Telephone 863-285-1100
- Email: msutherland@cityoffortmeade.com

Project/Program Information:

- Project/Program Name (or name of facility): Rehabilitation 143 failing/poor condition manholes.
- Entities Impacted by Project:
- Facilities:
 - Physical Address: Various
 - Facility Owner: City of Fort Meade
 - What sector owns the facility:
 - Municipal
 - County
 - State
 - Federal
 - Special District
 - Non-Profit
 - Private

*Back-up for
appropriation
or
re-apply if
neither are funded*

75% Project Cost:\$938,250.00 25% Match:\$312,750.00 Total Project Cost: \$1,251,000.00

Project Description/Narrative:

Eliminates infiltration during flooding and storm events. Eliminates exfiltration during drought and low water table conditions. City gravity sewer system was heavily impacted during most recent Hurricane Ian event. Manhole rehabilitation will greatly reduce possibility of SSO into impaired Peace River near the city WWTP from hydraulic overloads.





**POLK COUNTY
LOCAL MITIGATION STRATEGY WORKING GROUP
HAZARD MITIGATION NEW PROJECT/PROGRAM WORKSHEET**

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- Name of Person Completing Form: Maria Sutherland
- Title: Assistant City Manager
- Employer: City of Fort Meade
- Address: 8 West Broadway
- Telephone 863-285-1100
- Email: msutherland@cityoffortmeade.com

Project/Program Information:

- Project/Program Name (or name of facility): Effluent pump 3 repair
- Entities Impacted by Project:
- Facilities:
 - Physical Address: Various
 - Facility Owner: City of Fort Meade
 - What sector owns the facility:
 - Municipal
 - County
 - State
 - Federal
 - Special District
 - Non-Profit
 - Private

75% Project Cost:\$11,625.00 25% Match:\$3875.00 Total Project Cost: \$15,500.00

Project Description/Narrative:

This pump repair will restore the effluent pumping redundancy at the WWTP. Currently 2 of the 3 pumps are operational. This will greatly reduce possibility of SSO into impaired Peace River near the city WWTP in the event of pump failure during a major storm event.

23

REQUEST FOR INCLUSION ON THE DRINKING WATER PRIORITY LIST

Water Conservation Score. A project sponsor with a qualifying water conservation project is eligible to receive an additional 100 points added to their base priority score if the sponsor provides a water conservation plan in accordance with EPA's Water Conservation Plan Guidelines document number EPA-832-D-98-001, August 6, 1998.

9. Total Priority Score. Total priority score equals the base priority score plus the affordability score. (complete a. through d. below)

- a. Base priority score: 400 points.
- b. Affordability score: 69.66 points (not zero).
- c. Water Conservation score: _____ points.
- d. Total priority score: 469.66 points (sum of items a. and c.)

10. Estimated Project Cost. (complete a. through i. below)

(enter \$0 if activity is not applicable)

Project Activity

- a. Planning.
- b. Design (not applicable if a D/B project).
- c. Eligible land (necessary land divided by total land times purchase price).
- d. Constr., equip., material, demo. & related procurement (include design if D/B project).
- e. Construction contingency (10% of 'd', only applicable for Design/Bid/Build projects).
- f. Technical services during construction and after bid opening.
- g. Asset management plan per 62-552.700(7), F.A.C.
- h. Total project costs (sum of a. through g.).
- i. Loan amount requested by the sponsor in this RFI (assume no principal forgiveness).

Cost
\$57,000
\$248,000
\$2,350,000
\$235,000
\$300,000
\$3,250,000
\$3,250,000 ←

List all funding sources (including grants for this project): SAHFI Funding / FDEP DWSRF Funding

11. Project Schedule. (complete a. through d. below)

Project Activity

- a. Submit planning documents.
- b. Submit design/bid documents or RFQ/RFP for CMR & D/B projects
- c. Start construction.
- d. Complete construction.

(M/D/YY)
12/31/24
07/31/25
09/30/25
08/31/24

12. Project Information. Provide the following information, if applicable.

(select all items below that are attached to this RFI)

- Project description, location with lat/long (degrees), water system PWS ID, and project need (*this is a required attachment*)
- Map of city and county limits, existing and proposed service area, and project area (*this is a required attachment*).
- Lab data, lab data with operational records, or substantiated documentation in lieu of lab data for public health risk projects.
- Certification of a Public Health Risk form completed by a State Health Officer.
- Supporting documentation for projects identified under the Compliance-1 project categories from Table 1 above.
- Project schedule showing plans and specs completion within 1-year of the execution date of a planning/design loan.
- Supporting documentation if MHI not taken from current U.S. Census data.
- Water Conservation Plan in accordance with EPA guidelines.

13. Certification by an Authorized Representative. I certify that this form and attachments have been completed by me or at my direction and that the information presented herein is, to the best of my knowledge, accurate and true

James E. Watts
 (signature)

12-21-23
 (date)

mcannon@cityoffortmeade.com
 (e-mail)

James E. Watts
 (print name)

Mayor
 (print title)

24

Email the completed RFI form with attachments to _____ or mail to the Florida Department of Environmental Protection, State Revolving Fund Program, 3900 Commonwealth Blvd, Tallahassee, Florida 32399-3000

REQUEST FOR INCLUSION ON THE CLEAN WATER PRIORITY LIST

4. Eligible Projects.

- a. Stormwater management facilities, such as detention/retention facilities, treatment facilities, etc. sponsored by a local government (eligible under Section 212 of the amended Clean Water Act).
- b. Wastewater management facilities, such as sewers, pump stations, treatment plants, reuse facilities, sludge facilities, etc. sponsored by a local government (eligible under Section 212 of the amended Clean Water Act).
- c. Nonpoint source pollution control best management practices for agriculture, silviculture, on-site treatment and disposal, wetlands, mining, marinas, brownfields or groundwater protection sponsored by any entity (eligible under Section 319 or 320 of the amended Clean Water Act).

5. Project Information (Please attach).

- a. Describe the project, its location, the scope, why it's needed and the environmental benefit.
- b. Attach maps showing system boundaries, existing and proposed service area, and project area.

6. Estimated Costs (Clean Water Act Section 212, 319, and 320).

a. Planning and/or SSES including geotechnical studies and surveying	<u>\$62,000</u>
b. Design	<u>\$401,000</u>
c. Special Studies including feasibility studies	_____
d. Eligible Land (necessary land divided by total land times purchase price)	_____
e. Construction, Equipment, Materials, Demolition and Related Procurement	<u>\$4,700,000</u>
f. Construction Contingency (10% of Item e)	<u>\$470,000</u>
g. Technical Services during Construction	<u>\$497,000</u>
h. Sum of Items a. through g.	<u>\$6,130,000</u>

7. Project Schedule.

(Month and Year)

a. Submit the planning or SSES documentation	<u>12/2024</u>
b. Submit the design documents, obtain permits, and acquire sites (as necessary)	<u>07/2025</u>
c. Start activity (such as construction or non-structural best management practice)	<u>09/2025</u>
d. Complete activity (such as construction or non-structural best management practice)	<u>08/2026</u>

8. Population

a. Population served by the system	<u>5,148</u>
b. Population to be served by the project	<u>5,148</u>

9. Project Priority

- a. Baseline Priority Categorization.

In the Table below, identify each of the project components for which the project qualifies and provide the component's construction cost. The baseline priority score (BPS) will be determined by prorating each component. The project sponsor must provide documentation that supports the selection of a base priority score of 350 points or greater.

25



The Florida Senate Local Funding Initiative Request Fiscal Year 2024-2025

1. **Project Title**

2. **Senate Sponsor**

3. **Date of Request**

4. **Project/Program Description**

Requesting funding for implementation of city wide AMI metering and leak detection to capture water loss revenue. The city is looking to implement new metering that will have direct impact on fiscal sustainability. Early leak detection would assist in decreasing withdrawals from the UFA to provide additional capacity for future growth.

5. **State Agency to receive requested funds**

State Agency contacted? Yes No

6. **Amount of the Nonrecurring Request for Fiscal Year 2024-2025**

Type of Funding	Amount
Operations	<input type="text"/>
Fixed Capital Outlay	1,500,000
Total State Funds Requested	1,500,000

7. **Total Project Cost for Fiscal Year 2024-2025 (including matching funds available for this project)**

Type of Funding	Amount	Percentage
Total State Funds Requested (from question #6)	1,500,000	100.0 %
Matching Funds		
Federal	0	0.0 %
State (excluding the amount of this request)	0	0.0 %
Local	0	0.0 %
Other	0	0.0 %
Total Project Costs for Fiscal Year 2024-2025	1,500,000	100.0 %

A



The Florida Senate

Local Funding Initiative Request

Fiscal Year 2024-2025

1. **Project Title**

2. **Senate Sponsor**

3. **Date of Request**

4. **Project/Program Description**

Request for funding of Effluent pumps rehabilitation for the City of Fort Meade Waste Water Treatment Plant.

5. **State Agency to receive requested funds**

State Agency contacted? Yes No

6. **Amount of the Nonrecurring Request for Fiscal Year 2024-2025**

Type of Funding	Amount
Operations	<input type="text"/>
Fixed Capital Outlay	100,000
Total State Funds Requested	100,000

7. **Total Project Cost for Fiscal Year 2024-2025 (including matching funds available for this project)**

Type of Funding	Amount	Percentage
Total State Funds Requested (from question #6)	100,000	100.0 %
Matching Funds		
Federal	0	0.0 %
State (excluding the amount of this request)	0	0.0 %
Local	0	0.0 %
Other	0	0.0 %
Total Project Costs for Fiscal Year 2024-2025	100,000	100.0 %

B



The Florida Senate

Local Funding Initiative Request

Fiscal Year 2024-2025

1. **Project Title**

2. **Senate Sponsor**

3. **Date of Request**

4. **Project/Program Description**

request for funding for repair and replacement of 143 manholes. The City of Fort Meade has 117 year old aging sewer infrastructure needing replacement. We have assessed 143 manholes needing repair and replacement. Much of the mortar in the manholes has eroded and will create collapsing and failing infrastructure that needs to be mitigated as soon as possible. Groundwater infiltration overloads the plant during major storm events that could cause a failure impacting the Peace River that runs next to the WWTP. All manholes have been GPS'd and tagged.

5. **State Agency to receive requested funds**

State Agency contacted? Yes No

6. **Amount of the Nonrecurring Request for Fiscal Year 2024-2025**

Type of Funding	Amount
Operations	<input style="width: 80%;" type="text"/>
Fixed Capital Outlay	2,000,000
Total State Funds Requested	2,000,000

7. **Total Project Cost for Fiscal Year 2024-2025 (including matching funds available for this project)**

Type of Funding	Amount	Percentage
Total State Funds Requested (from question #6)	2,000,000	100.0 %
Matching Funds		
Federal	0	0.0 %
State (excluding the amount of this request)	0	0.0 %
Local	0	0.0 %
Other	0	0.0 %
Total Project Costs for Fiscal Year 2024-2025	2,000,000	100.0 %

C



The Florida Senate Local Funding Initiative Request Fiscal Year 2024-2025

1. **Project Title** ←

2. **Senate Sponsor**

3. **Date of Request**

4. **Project/Program Description**

This is a request for funding for effluent disposal. Based on a 2023 feasibility study- a 20-year solution is needed to treat and handle effluent. The city's permit to handle capacity expires in 2026 and a solution must be in place at that time. The current contract with Mosaic has expired and is on a month to month extension. The long term feasibility for mining operations to continue as a the primary user is in question. The City is planning to partner with agricultural entities to create a public/private irrigation solution which necessitates the purchase of 130 acres. Effluent capacity is essential in ensuring overflows do not encroach into the Peace River. The project would include permitting, materials and construction of pipe and other appurtenances.

5. **State Agency to receive requested funds**

State Agency contacted? Yes No

6. **Amount of the Nonrecurring Request for Fiscal Year 2024-2025**

Type of Funding	Amount
Operations	<input type="text"/>
Fixed Capital Outlay	<input type="text" value="2,800,000"/>
Total State Funds Requested	<input type="text" value="2,800,000"/> ←

7. **Total Project Cost for Fiscal Year 2024-2025 (including matching funds available for this project)**

Type of Funding	Amount	Percentage
Total State Funds Requested (from question #6)	<input type="text" value="2,800,000"/>	<input type="text" value="100.0"/> %
Matching Funds		
Federal	<input type="text" value="0"/>	<input type="text" value="0.0"/> %
State (excluding the amount of this request)	<input type="text" value="0"/>	<input type="text" value="0.0"/> %
Local	<input type="text" value="0"/>	<input type="text" value="0.0"/> %
Other	<input type="text" value="0"/>	<input type="text" value="0.0"/> %
Total Project Costs for Fiscal Year 2024-2025	<input type="text" value="2,800,000"/>	<input type="text" value="100.0"/> %

D



The Florida Senate

Local Funding Initiative Request

Fiscal Year 2024-2025

1. **Project Title** ←

2. **Senate Sponsor**

3. **Date of Request**

4. **Project/Program Description**

Request for funding of Well # 3 soft start and mechanical seal installation/ rehabilitation.

5. **State Agency to receive requested funds**

State Agency contacted? Yes No

6. **Amount of the Nonrecurring Request for Fiscal Year 2024-2025**

Type of Funding	Amount
Operations	<input style="width: 100%;" type="text"/>
Fixed Capital Outlay	200,000
Total State Funds Requested	200,000

7. **Total Project Cost for Fiscal Year 2024-2025 (including matching funds available for this project)**

Type of Funding	Amount	Percentage
Total State Funds Requested (from question #6)	200,000	100.0 %
Matching Funds		
Federal	0	0.0 %
State (excluding the amount of this request)	0	0.0 %
Local	0	0.0 %
Other	0	0.0 %
Total Project Costs for Fiscal Year 2024-2025	200,000	100.0 %

E



The Florida Senate Local Funding Initiative Request Fiscal Year 2024-2025

1. **Project Title**

2. **Senate Sponsor**

3. **Date of Request**

4. **Project/Program Description**

Requesting funding to provide a food business incubation program for graduates of a culinary arts training class who desire to start their own business. Each person has a unique plan to achieve this goal but all participants receive business incubation classes (such as how to write a business plan, budgeting, and obtaining appropriate insurance), as well as food business-specific services (such as licensing, perfecting the product, mentoring from local chefs or restaurant owners, and marketing). An essential connection to a commercial kitchen for product development would be provided.

The goal of the incubator is to help persons with low income who have at least a high school diploma or equivalent become business owners and be financially self-sustaining, ending poverty for themselves and their families.

5. **State Agency to receive requested funds**

State Agency contacted? Yes No

6. **Amount of the Nonrecurring Request for Fiscal Year 2024-2025**

Type of Funding	Amount
Operations	<input type="text" value="300,000"/>
Fixed Capital Outlay	<input type="text" value="300,000"/>
Total State Funds Requested	<input type="text" value="600,000"/>

7. **Total Project Cost for Fiscal Year 2024-2025 (including matching funds available for this project)**

Type of Funding	Amount	Percentage
Total State Funds Requested (from question #6)	<input type="text" value="600,000"/>	<input type="text" value="92.3"/> %
Matching Funds		
Federal	<input type="text" value="0"/>	<input type="text" value="0.0"/> %
State (excluding the amount of this request)	<input type="text" value="0"/>	<input type="text" value="0.0"/> %
Local	<input type="text" value="50,000"/>	<input type="text" value="7.7"/> %
Other	<input type="text" value="0"/>	<input type="text" value="0.0"/> %
Total Project Costs for Fiscal Year 2024-2025	<input type="text" value="650,000"/>	<input type="text" value="100.0"/> %

F



The Florida Senate

Local Funding Initiative Request

Fiscal Year 2024-2025

1. **Project Title**

2. **Senate Sponsor**

3. **Date of Request**

4. **Project/Program Description**

Requesting funds for a NFPA (National Fire Protection Association) compliant command vehicle. This vehicle would be purchased and fully designed to meet NFPA 1901 Chapter 23 Command and Communication requirements. The command vehicle will be a vital piece of the fire departments fleet that is essential in providing adequate command functions meeting incident safety, communication, accountability and operational and tactical need at emergency incidents while meeting and following the NIMS (National Incident Management System) model.

5. **State Agency to receive requested funds**

State Agency contacted? Yes No

6. **Amount of the Nonrecurring Request for Fiscal Year 2024-2025**

Type of Funding	Amount
Operations	<input type="text"/>
Fixed Capital Outlay	200,000
Total State Funds Requested	200,000

7. **Total Project Cost for Fiscal Year 2024-2025 (including matching funds available for this project)**

Type of Funding	Amount	Percentage
Total State Funds Requested (from question #6)	200,000	100.0 %
Matching Funds		
Federal	0	0.0 %
State (excluding the amount of this request)	0	0.0 %
Local	0	0.0 %
Other	0	0.0 %
Total Project Costs for Fiscal Year 2024-2025	200,000	100.0 %

G



The Florida Senate Local Funding Initiative Request Fiscal Year 2024-2025

1. **Project Title** ←

2. **Senate Sponsor**

3. **Date of Request**

4. **Project/Program Description**

Funding request for fire department safety equipment. The Fire Department was recently converted from all volunteer fire force to a hybrid part and full-time / volunteer fire force. With new personnel comes increased need for fire equipment for both the pumbers and the personnel.

7qty SCBA (Self Contained Breathing Apparatus) including bottles and masks;
 32qty Bunker Gear and Gloves;
 20qty Fire Hoses @ 5"; 8qty @ 1 3/4", 12qty @ 2 1/2";
 6 qty Firefighting Appliance Nozzles, 6 qty adapters, 15 qty appliance mounts;
 26 qty Life Scan Physicals.

5. **State Agency to receive requested funds**

State Agency contacted? Yes No

6. **Amount of the Nonrecurring Request for Fiscal Year 2024-2025**

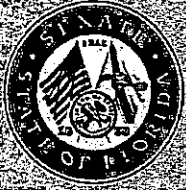
Type of Funding	Amount
Operations	<input style="width: 100%;" type="text"/>
Fixed Capital Outlay	250,000
Total State Funds Requested	250,000



7. **Total Project Cost for Fiscal Year 2024-2025 (including matching funds available for this project)**

Type of Funding	Amount	Percentage
Total State Funds Requested (from question #6)	250,000	100.0 %
Matching Funds		
Federal	0	0.0 %
State (excluding the amount of this request)	0	0.0 %
Local	0	0.0 %
Other	0	0.0 %
Total Project Costs for Fiscal Year 2024-2025	250,000	100.0 %

H



The Florida Senate Local Funding Initiative Request Fiscal Year 2024-2025

1. **Project Title** ←

2. **Senate Sponsor**

3. **Date of Request**

4. **Project/Program Description**

Requesting funding for construction of new and rehab of old fire house including relocation of a sewer line beneath the fire house. The Fort Meade Fire House is over 40 years old. The City has changed the fire department from an all volunteer department to a hybrid of full time, part time and volunteers department. With new personnel, there is a need for sleeping quarters, kitchen facilities, training rooms and other building infrastructure. The building also "sits" on a sewer line from decades ago that is still functional. We have the need to relocate the sewer line while simultaneously rehab the building with hardening upgrades and furnishings.

5. **State Agency to receive requested funds**

State Agency contacted? Yes No

6. **Amount of the Nonrecurring Request for Fiscal Year 2024-2025**

Type of Funding	Amount
Operations	<input type="text"/>
Fixed Capital Outlay	<input type="text" value="3,000,000"/>
Total State Funds Requested	<input type="text" value="3,000,000"/>

7. **Total Project Cost for Fiscal Year 2024-2025 (including matching funds available for this project)**

Type of Funding	Amount	Percentage
Total State Funds Requested (from question #6)	<input type="text" value="3,000,000"/>	<input type="text" value="98.7"/> %
Matching Funds		
Federal	<input type="text" value="40,000"/>	<input type="text" value="1.3"/> %
State (excluding the amount of this request)	<input type="text" value="0"/>	<input type="text" value="0.0"/> %
Local	<input type="text" value="0"/>	<input type="text" value="0.0"/> %
Other	<input type="text" value="0"/>	<input type="text" value="0.0"/> %
Total Project Costs for Fiscal Year 2024-2025	<input type="text" value="3,040,000"/>	<input type="text" value="100.0"/> %

I



The Florida Senate Local Funding Initiative Request Fiscal Year 2024-2025

1. **Project Title** ←

2. **Senate Sponsor**

3. **Date of Request**

4. **Project/Program Description**

Funding to pave and repair poor condition of 21 streets and 7 sidewalks and 1 installation of a sidewalk guardrail:

Streets: Villa Park, Myrtle St NW, SE 1st, N Edgewood 98/NE 9, Operations, NE Wilson, N Pine 2nd to 9th, N Oak, Country Club Estates, SE MLK to Oak, S Oak & 9th St, N Oak 3rd St to 6th, NW 3rd 17 to Tecumseh, S Oak 2nd to 6th, Dixon St, Unter Din Lindon, Cedar Lane, NE6th & Pine Inter, NE 6th & Oak Inter, N Pine 2nd to 3rd, N Lanier 3rd to 4th,

Sidewalks: NW 6th St (School), N Oak (school), S French Ave (School), SE MLK, S Seminole 2nd to 5th, S French & Broadway, S Seminole & Broadway

5. **State Agency to receive requested funds**

State Agency contacted? Yes No

6. **Amount of the Nonrecurring Request for Fiscal Year 2024-2025**

Type of Funding	Amount
Operations	<input type="text"/>
Fixed Capital Outlay	<input type="text" value="1,300,000"/>
Total State Funds Requested	<input type="text" value="1,300,000"/> ←

7. **Total Project Cost for Fiscal Year 2024-2025 (including matching funds available for this project)**

Type of Funding	Amount	Percentage
Total State Funds Requested (from question #6)	<input type="text" value="1,300,000"/>	<input type="text" value="100.0"/> %
Matching Funds		
Federal	<input type="text" value="0"/>	<input type="text" value="0.0"/> %
State (excluding the amount of this request)	<input type="text" value="0"/>	<input type="text" value="0.0"/> %
Local	<input type="text" value="0"/>	<input type="text" value="0.0"/> %
Other	<input type="text" value="0"/>	<input type="text" value="0.0"/> %
Total Project Costs for Fiscal Year 2024-2025	<input type="text" value="1,300,000"/>	<input type="text" value="100.0"/> %

J

Streets & Sidewalks Appropriation Request

Please advise if these two graphs should be combined into one appropriation or two appropriations.

	STREET RESURFACE/PAVING						
	ROAD NAMES	CONDITION	NEEDED	FEET	SQU/YD	\$90 /SQY	EST/COST
1	VILLA PARK	DIRT ROAD	0.38	2006	668		\$60,192.00
2	MYRTLE ST NW	DIRT ROAD	0.05	264	880		\$7,920.00
3	SE 1 ST STREET	DIRT ROAD	0.06	316	105		\$9,504.00
4	N EDGEWOOD 98/NE 9	POOR	0.70	36960	1232		\$110,880.00
5	OPERATIONS	POOR	0.27	1742	580		\$52,260.00
6	NE WILSON	POOR	0.18	950	316		\$28,512.00
7	N PINE 2ND TO NINTH	POOR	0.49	25872	862		\$77,616.00
8	NORTH OAK	POOR	0.50	2640	880		\$79,200.00
9	COUNTRY CLUB ESTATES	POOR	0.25	1320	440		\$39,600.00
10	SOUTH OAK & 9TH	POOR	0.08	422	140		\$12,672.00
11	SE MLK TO OAK	POOR	0.24	1267	422		\$38,016.00
12	NORTH OAK	POOR	0.24	1267	422		\$38,016.00
13	NW 3rd 17 TO TECUMSEH	POOR	0.21	1108	369		\$33,264.00
14	S OAK 2ND TO 6 TH	POOR	0.34	1795	598		\$53,856.00
15	DIXON ST		0.12	633	211		\$19,008.00
16	UNTER DEN LINDEN		0.12	633	211		\$19,008.00
17	CEDAR LANE		0.12	633	211		\$19,008.00
						total	\$698,512.00

1	SIDEWALKS						
2	NE 6TH STREET (SCHOOL)	1040 LF X \$37.00					\$38,480.00
3	NORTH OAK (SCHOOL)	2 / SIDES 1600/LF X \$37.00					\$59,200.00
4	SOUTH FRENCH AVE SCHOOL	1340 LF X \$37.00					\$49,580.00
5	SE MLK (SCHOOL)	849 LF X 37.00					\$31,413.00
6	S SEMINOLE 2ND TO STH	1750 LF X 37.00					\$64,750.00
						total	\$243,423.00

STREETS & SIDEWALKS TOTAL: \$941,955.00

Guard Rail Appropriation Request

For many years, Patterson Park has been a focal point for exercise activities and passive recreation.

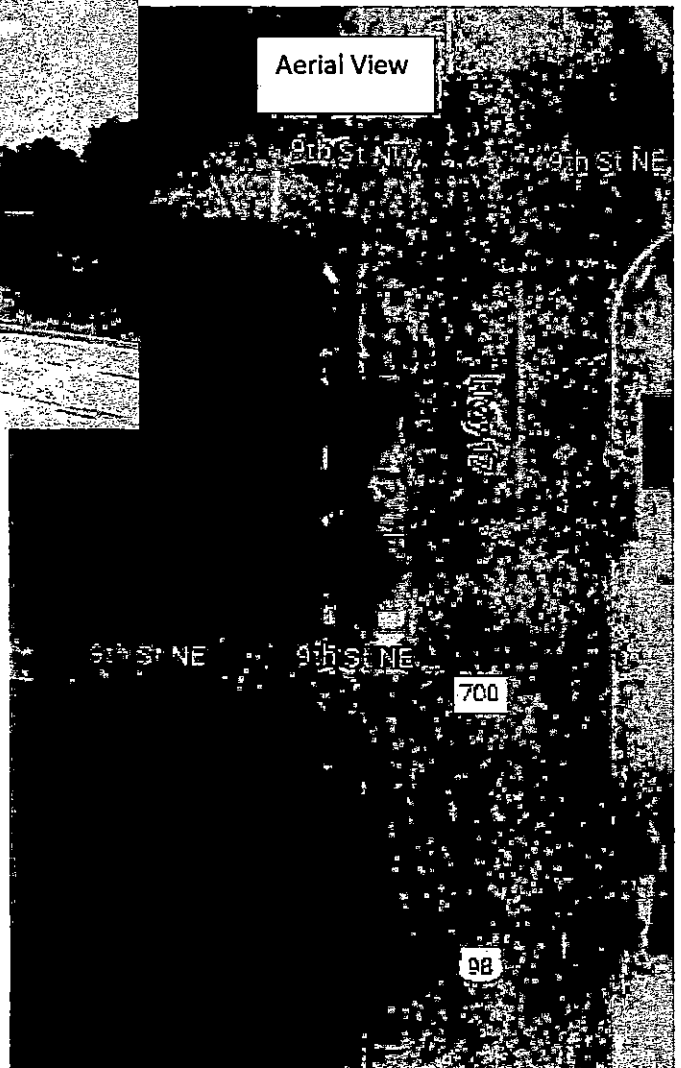
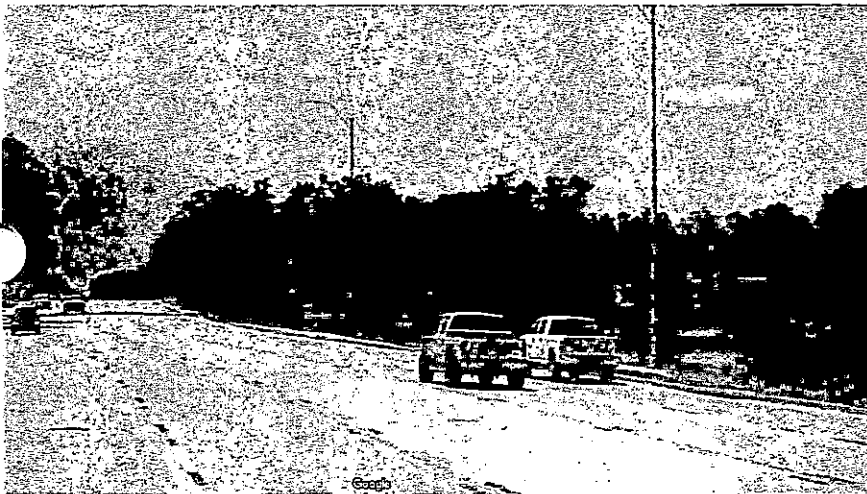
The portion of the park that is aligned with HWY 17, however, is not safe for pedestrians.

HWY 17 runs parallel to the park sidewalk and the proximity to large trucks driving past pedestrians is dangerously close. Industry and large trucks carrying large loads and side mirrors of regular vehicles often encroach into the "air space" of the sidewalk.

See red highlighted area below of sidewalk.

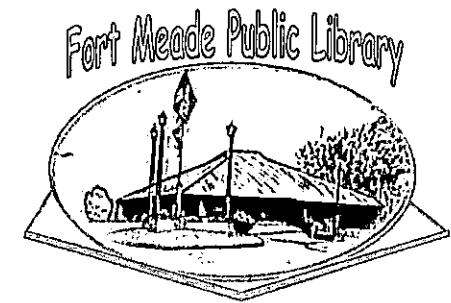
This appropriation request is for the purchase and installation of a guard rail that would provide clear walking area for pedestrians and to prevent street crossing on this busy Highway.

We are requesting 530 linear feet of sidewalk guard rail x \$100 per l.f. = \$53,000



**COUNT OF PERMITS
BY PERMIT TYPE AND WORKTYPE
FORT MEADE
12/01/2023 to 12/31/2023**

Permit Type	Work Type	Number of Permits
COMMERCIAL RENOVATION		
	Windows/Doors/Shutters	1
		<hr/> 1
DEMO		
	Commercial	2
		<hr/> 2
ELECTRICAL		
	Electric Stand Alone	5
	Solar	4
		<hr/> 9
FENCE WALL		
	Permits	5
		<hr/> 5
GAS		
	Natural	1
		<hr/> 1
RE-ROOF		
	Permits	6
		<hr/> 6
RESIDENTIAL ACCESSORY		
	Addition	1
	Carport	1
	Garage	1
	Shed	4
		<hr/> 7
RESIDENTIAL DRIVEWAY		
	Permits	1
		<hr/> 1
RESIDENTIAL WINDOW-DOOR		
	Permits	3
		<hr/> 3
		<hr/>
	Total Number of Permits:	35



Staff Report – December 2023 Statistics ***FY 2023-2024***

Submitted by: Kylie Shortt, Library Director

Date: January 4, 2023

CIRCULATION STATISTICS

Total Circulation of FM materials in County (including city) Seed 1 + Bmail 98 + Circ 1190 + Libby/OD 454	1743
Total Items Circulated within the City of Fort Meade	334
Circulation of Items by Age Group	
Adults (18+)	1164
Juvenile (0-17)	579
Total Checkouts Changes from Last Month	-61
State Books Circulated [Request Filled] (OCLC 6 + FLIN 7)	13
Mobile Wi-Fi Hotspots (20) + Laptops Circulated (4)	24

Key:

Seed

- Seed Packets

Bmail

- Items sent via mail

Circ

- Number of checkouts for physical items

Libby/OD

- Number of checkouts for Digital Items to include eBooks & eAudiobooks



MATERIALS COLLECTION INFO

Total Items Available for Checkout	25,512
Total Materials Purchased – New Physical Items	175
Total Materials Discarded/Withdrawn	165
No Circ in 5+ years – 152. Damaged – 13. Duplicate - 1	
Total Materials Donated (& Added to Shelves)	44

COMPARISON CIRCULATION STATISTICS

- For reference, I have listed the circulation count of items within each city. **Fort Meade was #1** for most circulated items this month. We beat Lakeland again! AND we beat Polk County!

- December 2022 - 275

- | | |
|---------------------------|--------------------------|
| • Auburndale – 10 | • Lakeland – 192 |
| • Bartow – 37 | • Lake Wales – 13 |
| • Davenport – 24 | • Mulberry – 6 |
| • Dundee – 3 | • Out of Polk County – 6 |
| • Eagle Lake - 3 | • Polk County – 270 |
| • Fort Meade – 334 | • Polk City – 4 |
| • Frostproof – 3 | • Winter Haven - 68 |
| • Haines City – 26 | |
| • Lake Alfred - 8 | |



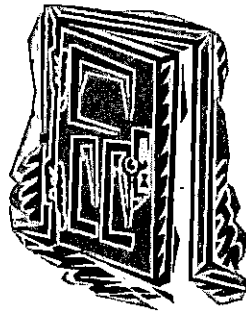
NEW LIBRARY CARD HOLDERS

New City Patrons Added	6
New Polk County Patrons Added	2
TBLC Patron Added (Hardee)	0
Total	8



VISITS FROM THE PUBLIC

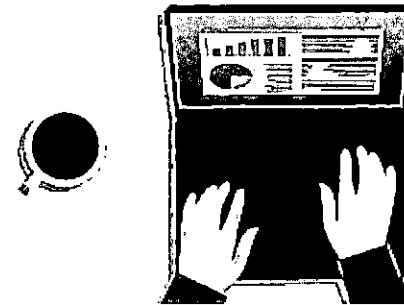
Total Patron Visits	1,006
Patron Visit Changes from Last Month	+37

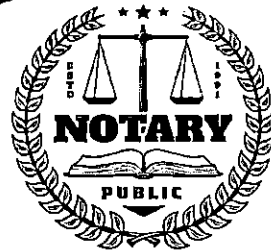
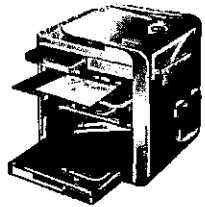


PROGRAMS & ATTENDANCE DECEMBER 2023

Program	Date	Kids (0-5)	Tween (6-11)	Teens (12-17)	Adults (18+)	TOTAL
Take & Make Craft: DIY Bookmarks	All Month	17	32	10	12	71
Gingerbread People Decoration Coloring	All Month	3	5	0	3	11
Technology Help	All Month	0	0	0	10	10
Coffee Bar	Fridays	0	0	0	3	3
Voter Registration					0	0
English Storytime	12/5	1	1	0	1	3
Spanish Storytime	12/5	0	0	0	0	0
Family History Help	12/6				4	4
Puzzle Party	12/7	3	5	0	3	11
Craft Demonstration	12/7	0	0	0	0	0
Writing & Journaling Club	12/12	1	1	0	0	2
Color & Chill	12/14	1	0	0	0	1
Christmas Roundabout	12/15	30	33	5	63	131
Christmas Word Scramble	12/18	1	4	1	4	10
Winter Scavenger Hunt	12/19	1	4	1	0	6
Film: Elf	12/20	0	0	0	0	0
Pokémon Club	12/21	1	0	2	0	3
Film: Frozen	12/27	0	0	0	0	0
Checkmate! Chess Club	12/28	3	1	1	2	7

Total Programs Offered	34
Kids (Ages 0-5) - Attendance	62
Tween (Ages 6-11) - Attendance	86
Teen (Ages 12-17) - Attendance	20
Adult (Ages 18+) - Attendance	105
All Ages - Attendance	n/a
Total Attendance (In-Person Programs)	273
YouTube Videos (Views) (0 new video)	6





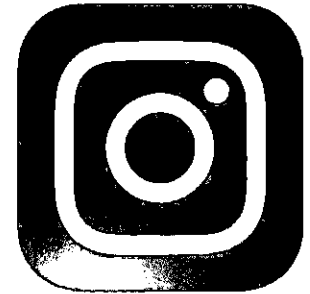
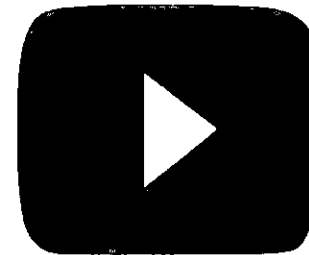
SERVICES

Faxing Total	452
Notary Total (people helped)	7
Number of Stamps	7
Total Pricing Earned	\$14.00
Public Access Computer Usage (in Hours)	43h 56m
Number of People (different)	123
Laptops – Pricing Earned	\$40



SOCIAL MEDIA STATISTICS

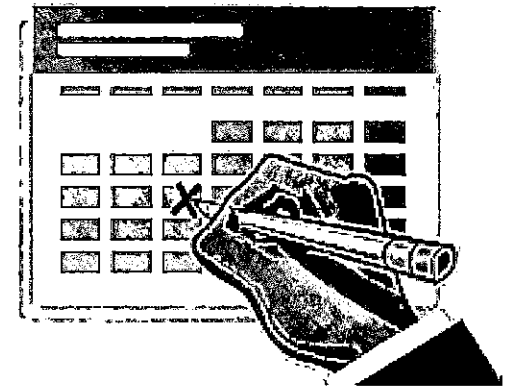
Facebook	317 page likes, 415 page follows
Increase from Last Month	+3 likes, +9 page follows
Instagram	188 followers
Increase from Last Month	+0 followers
YouTube	74 subscribers
Increase from Last Month	+0 subscriber



MONTHLY ACTIVITY REPORT

- **December 1** – Annual State Aid Application Submitted
- **December 5** – PCLC Training Day Team Brainstorming Session
- **December 13** – Vending Machine removed from Mobile Home Park
- **December 15** – Library's Annual Christmas Round-About
- **December 25 & 26** - Closed

- Finished weeding all of Adult Fiction
- Planning and preparing for new Spring 2024 programs



ANNUAL CHRISTMAS ROUND-ABOUT



Christmas Round-About

Friday, December 15

1:00 PM - 3:00 PM

Drop-By Event for All Ages

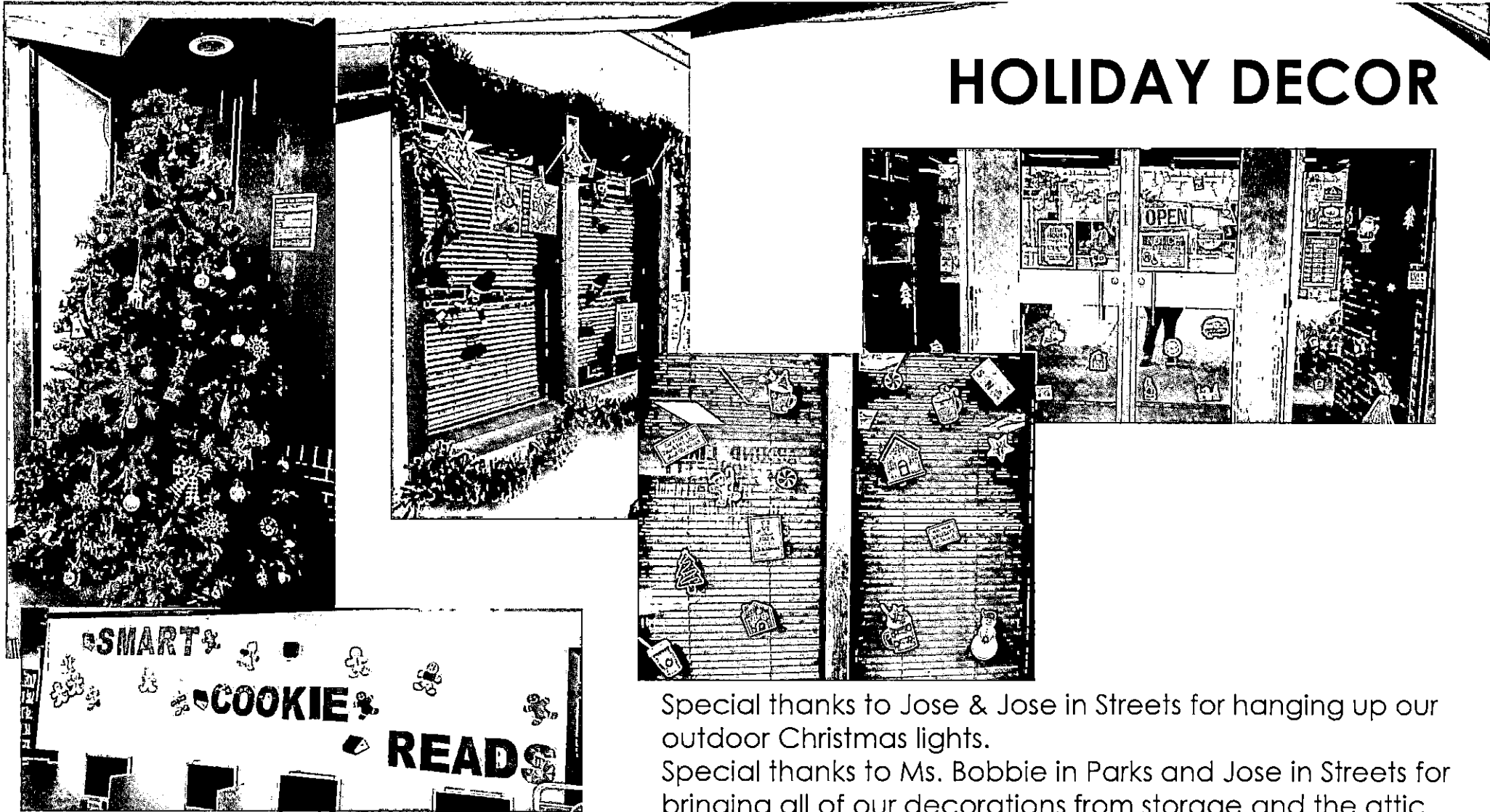
Attendance: 131

We doubled our attendance from last year!
Last year's attendance: 62



Special thanks one of our teen volunteers and one of our Friends of the Library members for assisting in our annual event!

HOLIDAY DECOR

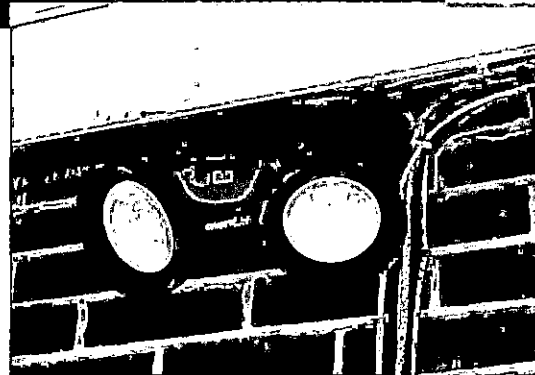
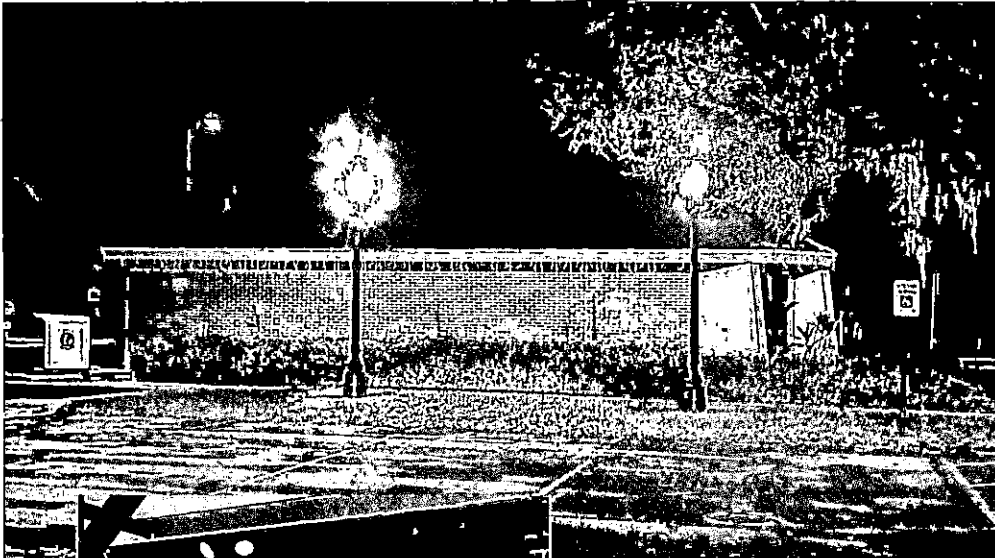


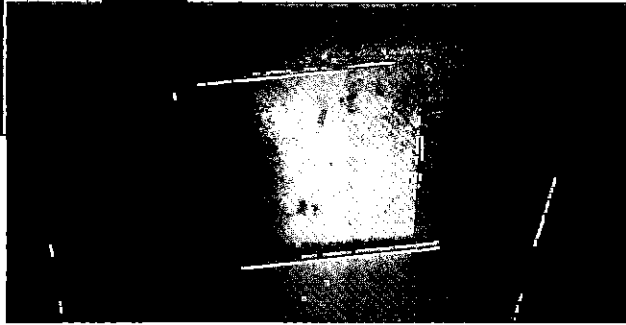
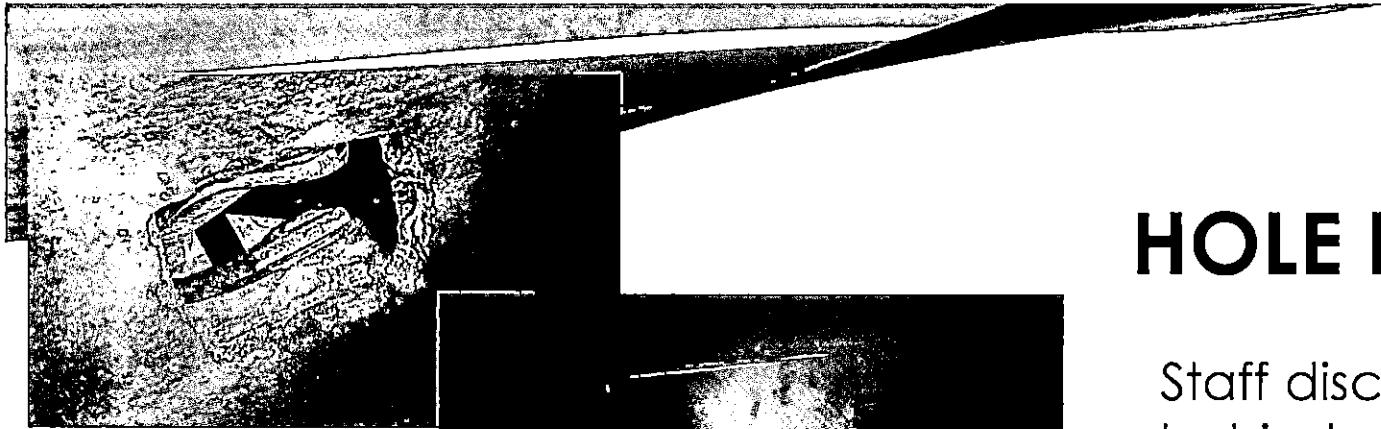
Special thanks to Jose & Jose in Streets for hanging up our outdoor Christmas lights.
Special thanks to Ms. Bobbie in Parks and Jose in Streets for bringing all of our decorations from storage and the attic.

NEW OUTDOOR LIGHTS!

Special thanks to Mr. Jackie and his team for ordering and installing the new lights.

Additionally, special thanks to Jose & Jose in Streets for replacing the light bulbs and adjusting the timer in





HOLE IN WALL FIXED

Staff discovered a large hole behind our Children's book section.

To avoid having kids discover and reach into a wall full of cords, we requested to have it patched and or repaired.

Special thanks to Mr. Richie for patching the hole in our wall.



NEW HOURS TRAFFIC TRACKING

December is usually a slower month for us due to school being out on winter break and the holidays.

We reached 69 more people in December.

DECEMBER TRAFFIC STATS

TR Days	Traffic from 5:00-6:00 PM	MWF Days	Traffic from 7:00-8:00 AM	Traffic from 8:00-9:00 AM
T 5	12	F 1	3	1
R 7	5	M 4	1	0
T 12	6	W 6	1	0
R 14	2	F 8	2	2
T 19	5	M 11	0	0
R 21	1	W 13	0	1
T 26	CLOSED	F 15	0	2
R 28	7	M 18	1	3
		W 20	0	2
		F 22	1	4
		M 25	CLOSED	CLOSED
		W 27	1	2
		F 29	0	4

Hours of Operation:

Mon Wed Fri 7:00 AM - 3:30 PM

Tue Thu 9:30 AM - 6:00 PM

Phone: (863) 285-8287

Website: www.cityoffortmeade.com



@fmlibrary1976



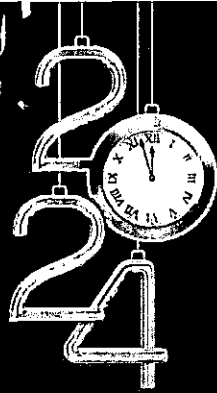
January 2024



AGE GROUPS	
Adults:	Ages 18+
Teens:	Grades 9-12
Tweens:	Grades 6-8
Kids:	Grades K-5

Monday 7:00 AM—3:30 PM	Tuesday 9:30 AM—6:00 PM	Wednesday 7:00 AM—3:30 PM	Thursday 9:30 AM—6:00 PM	Friday 7:00 AM—3:30 PM
1 CLOSED	2 Kids Storytime In English 3:30 PM En Español 4:00 PM	3 Job Search Help Drop-In 8:00 AM - 11:00 AM Family History Research Help with Priscilla Perry REGISTRATION REQUIRED 2:00 PM—3:00 PM	4 Family Friendly Film Abominable (PG) 3:30 PM	5 Study & Sip Coffee Teens & Adults 7:30 AM — 3:00 PM
8 Technology Help by Appointment Only Club de Lectura para Adultos 10:00 AM	9 Coloring & Drawing Club Theme: Self Portraits Adults 10:00 AM Kids, Tweens, & Teens 3:30 PM	10 Job Search Help Drop-In 8:00 AM - 11:00 AM Water Coloring for Adults Facilitated by Ms. Conley 10:00 AM—11:00 AM	11 Tabletop Time Chess, Board Games, Puzzles, etc. Adults 10:00 AM Kids, Tweens, & Teens 3:30 PM	12 Study & Sip Coffee Teens & Adults 7:30 AM — 3:00 PM
15 CLOSED	16 Journal & Writing Club Theme: New Year Goals Adults 10:00 AM Kids, Tweens, & Teens 3:30 PM Local Children's Author Reading & Book Signing Rebekah Firmin 5:30 PM	17 Job Search Help Drop-In 8:00 AM - 11:00 AM	18 Pokémon Club Trade, Battle, and more! Kids, Tweens & Teens 3:30 PM	19 Study & Sip Coffee Teens & Adults 7:30 AM — 3:00 PM
22 Technology Help by Appointment Only	23 Dungeons & Dragons REGISTRATION PREFERRED LIMITED SPACE FOR 5 ONLY Tweens & Teens 3:30 PM	24 Job Search Help Drop-In 8:00 AM - 11:00 AM	25 Tabletop Time Chess, Board Games, Puzzles, etc. Adults 10:00 AM Kids, Tweens, & Teens 3:30 PM	26 Study & Sip Coffee Teens & Adults 7:30 AM — 3:00 PM
29 Free Tax Prep Help provided by Polk County's Personal Finance Center 10:00 AM—3:00 PM	30	31 Job Search Help Drop-In 8:00 AM - 11:00 AM	Month Long Drop-Off: Urban eRecycling Drop-Off your old, broken, and or un- used technology for certified hard drive shredding and data destruction.	Take & Make Craft Kits: Kids & Adults: Origami All Month Pick-Up **While Supplies Last**

JANUARY CLOSURE DATES



**Fort Meade Public Library
will be CLOSED
on Monday, January 1st in
observance of New Years.**



Fort Meade Public Library
will be

CLOSED

on Monday, January 15
in observance of MLK Jr. Day

